



TAPTON SCHOOL ACADEMY TRUST	Tapton School Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment
SCHOOL	FORGE VALLEY SCHOOL
POST TITLE	COOK SUPERVISOR
ROLE PROFILE	E02S
JOB NUMBER	SCH/FM/EO/015
GRADE	Grade 4
RESPONSIBLE TO	
RESPONSIBLE FOR	ALL CATERING STAFF IN THE UNIT
HOLIDAY AND SICKNESS COVER	
PURPOSE OF JOB	TO CO-ORDINATE THE WORK OF A TEAM OF STAFF IN THE PROVISION OF A COST-EFFECTIVE CONSUMER ORIENTATED SCHOOL MEALS CATERING SERVICE
RELEVANT QUALIFICATIONS	

JOB DESCRIPTION FOR POST OF: - COOK SUPERVISOR

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of Tapton School Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools.

1. To ensure the preparation of a 15-day menu plan, following approved guidelines to enable the control of food standards within standard recipes and portion control.
2. To deliver a breakfast and mid-morning break service to meet the school food standards and the student's needs.
3. To follow a cleaning schedule that ensures a high standard of cleanliness complying with Health & Safety Procedures, (COSHH), Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995
4. Provide refreshments for afterschool functions, summer school, visitors and staff for internal and external events.
5. To oversee the preparation and cooking of meals adhering to healthy eating policies and food hygiene regulations and to ensure the delivery of such a service through operational control of food service points.
6. To co-ordinate the work of a team of catering staff through work allocation based on duty rosters.
7. To undertake clerical duties to support the work of the kitchen typified by:
 - (i) checking and processing order records and other similar documents, following up queries where necessary,
 - (ii) checking food stocks and ensuring that levels are maintained as appropriate,
 - (iii) maintaining staff records and completing weekly time sheets for payroll purposes.
8. To ensure that all catering equipment is safely maintained and report any defects to such equipment.
9. To assist with the appraisal of catering staff in relation to training and staff development activities.
10. To provide a healthy and safe working environment for staff and ensure the adherence to healthy and safe working practices and standards and health and hygiene regulations.

11. Responsible for Sixth Form café – overseeing the preparation, service of food and beverages for approx.80 students

12. Support and facilitate the implementation of a new biometric EPOS till system ensuring all information in regards to special diets, FSM, and prices are reviewed and updated regularly

13.The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to the role.

14.Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Tapton School Academy Trust Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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