**Job Description**

**Post: Cook**

**Purpose**

Working in a busy kitchen you will be expected to prepare all meals using fresh ingredients ensuring that a consistently high-quality food service is provided to students, staff and visitors. You will be expected to manage the Catering Team whilst supporting and guiding them to provide a smooth and efficient food service. You will ensure that all regulations pertaining to the safe and hygienic operation of the kitchen are met and you will be responsible to adhering to government guidelines and standards. You will also be responsible for the ordering of goods and keeping records up to date.

**Duties and Responsibilities**

* Prepare balanced, nutritious, and varied meals that meet the School Food standards and that meets the needs of the students, staff and visitors.
* Cater for special dietary needs and have an awareness of students with any allergies or religious dietary needs.
* Adhere to Food Hygiene and Health and Safety legislation as required by law within the catering industry.
* Preparation of hospitality catering to the highest standard.
* An understanding of budgeting.
* Develop, lead and motivate the Catering Team
* Accurately manage stock levels, maintain records and procedures (e.g. fridge & freezer temperature record)
* Ensure that all equipment is in full working order and meets all Health and Safety requirements
* Record and resolve any complaints and then report them to the Trust Catering Managers
* Supply catering to other schools in the trust if needed
* Ensure all work areas and surfaces are always kept clean and tidy, including at the end of the day/shift and deep cleans
* To ensure the security of stores during working hours.
* To report and where possible take action for any incidents, fire, loss, theft, damage, unfit food and other irregularities
* Work in effective partnership with other members of the school & Trust.
* Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy’s goals and improvement plan.
* Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
* Consistently implement all academy policies.
* Contribute to decision-making and consultation procedures.
* Report any safeguarding concerns immediately to the Designated Safeguarding Lead.
* Carry out any other reasonable duties as requested by the Headteacher.

***This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.***