

Job Description

DIRECTORATE: Education & Family Support

DEPARTMENT: Catering Services

POST: Cook - Primary School

GRADE OF POST: Grade 7

RESPONSIBLE TO: Headteacher

JOB PURPOSE:

To provide an efficient, cost effective, quality catering service to all customers within a primary school environment maintaining legislative requirements with regard to Health and Safety, and Food Safety and Hygiene at all times. Oversee food production for all catering outlets from the kitchen premises.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- To plan, organise and control budgets and operations to ensure food quality, presentation and service, to the appropriate standards.
- Maintain kitchen Hygiene, Health and Safety and Security of premises in accordance with council policy, legislation and quality assurance standards.
- To provide leadership, supervision and motivation of catering employees including allocation of duties, work rotas, training, assessment and support.
- Financial and administration duties in accordance with council policy.
- Recruitment and selection of general kitchen assistants.
- Ordering, receipt of supplies and stock control.
- Preparation and cooking of food, menu planning and portion control (including specialist or cultural diet requirements).
- Assist with the planning, organisation and delivery of special functions.
- Implement marketing plans to maximise uptake of meals and promote Catering Services.
- Communicate with catering team, managers, head teachers and customers effectively.
- Compliance with all Authority policies and procedures.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or IAA and Safeguarding Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

Cook – Primary School

The following attributes represent the range of skills, abilities and experiences etc relevant to this position. Applicants are not expected to meet all of these attributes to be suitable for short listing.

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Level 2 Award in Food Safety • Level 3 Award in Food Safety in Catering (training will be given) • NVQ 2 or equivalent 	Yes	Production of original qualification certificates and application form
Knowledge & Experience	<ul style="list-style-type: none"> • Previous experience within catering for large numbers and in a supervisory capacity • Manual Handling • Awareness of COSHH regulations • Knowledge of Health & Safety • Knowledge of specialist diet requirements and cultural variations • Knowledge of cashless catering (training will be given) 	Yes Yes Yes	Application form, interview and selection process.
Skills & Personal Qualities	<ul style="list-style-type: none"> • Committed to providing a quality service • Enthusiasm for developing new business initiatives • High standards of customer care • Ability to work in a busy and demanding environment and use initiative • Work as part of a team, lead by example motivating staff to minimise staff turnover • Good social and communication skills • High levels of work attendance and punctuality • Self-motivated • Flexible as working hours may change to suit the needs of the unit 	Yes Yes Yes	Application form, interview and selection process.