



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES PORTFOLIO

This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

WESTWAYS PRIMARY SCHOOL

POST TITLE

COOK

ROLE PROFILE

EO2S

TOOLKIT JOB REF NUMBER

ToolkitJD-3d

GRADE

4 (inclusive of JWCs)

RESPONSIBLE TO

Line Manager as defined in staffing structure

RESPONSIBLE FOR

As defined in staffing structure

HOLIDAY AND SICKNESS COVER

PURPOSE OF JOB

TO WORK AS PART OF A TEAM IN THE PROVISION OF A CATERING SERVICE WITHIN SCHOOLS.

RELEVANT QUALIFICATIONS AND EXPERIENCE

JOB DESCRIPTION FOR POST OF:- COOK

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must at all times carry out his/her duties and responsibilities within the spirit of City Council 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.

Specific responsibilities will include:

1. To assist in the preparation of foods/drinks.
2. To assist in the cooking of various dishes/fast foods/desserts/snacks.
3. To undertake stock checks and report the information to the Supervisor.
4. To assist the Supervisor in the monthly stock checks and associated paperwork.
5. To assist the Supervisor in Supervision and Training of the staff team.
6. To check and put away deliveries as required.
7. To ensure equipment is in proper working order including checking temperatures.
8. To maintain details of meal numbers and complete associated paperwork.
9. To assist in the cleaning of all work areas.
10. To assist in the periodic deep cleaning work associated with food areas.
11. To pack the meals for container meal points and complete associated paper work under the supervision of the Supervisor as required.
12. To deputise for the Supervisor as required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

ISSUE DATE:
