



## JOB DESCRIPTION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

*This position requires you to disclose any spent convictions as the* provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.** If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

<b>JOB TITLE:</b>	Cook	<b>JOB REF NO:</b>	EPCHS2023
<b>GRADE:</b>	4	<b>RESPONSIBLE TO:</b>	Catering Manager

### BASIC JOB PURPOSE:

To support the Catering Manager and step up in any absence. Prepare, cook, and present all menu items, providing high quality dishes for our customers.

	MAIN RESPONSIBILITIES
1	To prepare, cook and assemble menus as stated in profile recipes following the set portion control.
2	To ensure all food is stored, handled, and packed at the correct temperature and in accordance with Food management system Safer Food Better business.
3	Complete and maintain records of temperatures and remedial action taken when necessary. Recording actions in the SFBB diary.
4	To serve food from any of the current food outlets following all customer service standards as stated and operating a cashless epos.
5	To comply with all food safety and health & safety legislation, ensuring the H&S of yourself, your colleagues, and customers. Use any machinery and equipment in accordance with the risk assessment for the area.
6	Carry out general cleaning of kitchen, its surrounds and equipment to ensure a hygienic and safe working environment.
7	Be competent and skilled with planning, along with the catering manager a 15-day menu cycle for the three terms to ensure customer requirements are met within nutritional guidelines. Plan and organise special events and theme day, including Christmas.



## NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Business Manager/Catering Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

**The above is a general Job Description and covers the main aspects of the role. In addition to this there are responsibilities specific to the role in our school as follows:**

- Order food. Supervise Team in absence of manager
- Check off deliveries and check invoices. Record delivery and pack away.
- Complete production and waste sheets, adjusting for day-to-day changes in pupil numbers.
- Follow all HACCAP regulations in relation to food safety legislation.
- Be competent in cooking and baking.
- Ensure all H&S regulations are adhered.
- Managing the production of food items to all food outlets.