



JOB DESCRIPTION

COOK IN CHARGE/CATERING MANAGER

REPORTS TO: DEPUTY HEADTEACHER AND BURSAR

SUPERVISES: KITCHEN STAFF

GRADE OF POST: SCALE 5

MAIN RESPONSIBILITIES AND TASKS

To lead and manage the day-to-day operation of the school kitchen within the allocated budget, ensuring compliance with all relevant legislation, school policies and procedures. To provide a high-quality, safe and nutritious school meals service that meets the needs of pupils and promotes healthy eating across the school community.

As a recently amalgamated school, this role offers exciting opportunities to collaborate with colleagues across the wider school community, contribute to the continued development of the catering provision and help shape a positive dining experience for all pupils.

The start date for this position can be flexible for the successful candidate, and a comprehensive handover process will be provided to support a smooth transition into the role.

MAIN ACTIVITIES

- Oversee the provision of high-quality school meals in line with Government guidance and current school food standards legislation.
- Prepare termly menus in accordance with the Healthy Schools Food Standards Programme and healthy eating guidance.
- Be flexible and responsive to new initiatives relating to school meals, healthy eating and pupil wellbeing.
- Prepare and cook food to required specifications in accordance with food hygiene and food safety legislation.
- Ensure compliance with the school's Food Safety Policy, Health and Safety Policy, Allergens Policy and all relevant catering regulations.
- Complete and maintain the daily Food Standards digital diary and all associated records accurately.
- Be innovative and creative in developing menus and meal options which encourage healthy eating and pupil engagement.
- Place orders with approved suppliers for food, cleaning materials, equipment and stationery in line with school procedures.
- Source best-value products from authorised suppliers to ensure the cost-effectiveness of the catering service.

- Manage food stocks effectively to prevent shortages and unnecessary waste while adhering to the catering budget.
- Ensure the correct storage, rotation and quality control of all stock in accordance with legislation and maintain accurate records.
- Complete all required paperwork and documentation relating to stock control, financial returns and compliance procedures.
- Cater for pupils with special dietary requirements and ensure allergy information is clearly communicated and appropriately labelled.
- Ensure the kitchen, food preparation areas and equipment are maintained in a clean, safe and hygienic condition at all times.
- Ensure all kitchen equipment is used safely and in accordance with manufacturer guidance and report maintenance concerns promptly to the Site Manager.
- Ensure safe handling, storage and use of cleaning chemicals and materials in accordance with COSHH regulations.
- Supervise and support kitchen staff in the day-to-day running of the kitchen.
- Prepare staff rotas and delegate tasks appropriately to ensure the smooth running of the service.
- Ensure all catering staff adhere to appropriate hygiene standards, including the wearing of correct uniform and PPE.
- Support the induction, training and wellbeing of catering staff and contribute positively to team morale and development.
- Liaise effectively with colleagues, the Headteacher, School Business Manager, suppliers and external agencies where appropriate.
- Promote and market the school meals service positively within the school community.
- Work collaboratively with staff across the recently amalgamated school to support a consistent and high-quality catering provision.
- Safeguard and promote the welfare of children and young people and adhere to all school safeguarding and child protection policies and procedures at all times.
- Undertake any other duties commensurate with the general level and responsibility of the post.

COOK IN CHARGE/CATERING MANAGER

PERSON SPECIFICATION

Experience

- Experience in preparing, cooking and serving food within a large catering operation.
- Face to face experience of dealing with people.
- Supervision and management experience.
- Compiling menus, ordering commodities, food costing and general administration duties.

Qualifications or Training

- Must possess a valid Food Hygiene qualification.
- Must possess Level 3 Food Safety (or NVQ equivalent).
- GCSE or equivalent level in English and Maths.
- First Aid Trained – Training will be provided

Practical Skills

- Able to follow instructions, i.e. menus, recipes, guidelines, Codes of Practice i.e. Health & Safety and Hygiene Practices.
- Able to breakdown quantities and recipes.
- Able to complete administrative documents/forms.
- Able to use general catering equipment safely and correctly.
- Able to manage the catering unit within the budget restraints.
- Able to head a team and work to a rota.
- Able to carry out tasks without supervision and follow verbal instructions.
- Good organisational skills.
- Able to cope with lunch time pressures.
- Ability to conform to the Authority's regulations regarding health and safety of staff employed in food handling, i.e. medical clearance.
- Knowledge of legislative requirements for working in school catering.
- Able to use a calculator.
- The ability to use a computer.
- Good literacy and numeracy skills.

Personal Qualities & Attributes

- Polite, courteous and friendly towards customers and colleagues.
- Willing and capable to be flexible and adjust to various duties and hours.
- Willing and able to undertake further training.

- Able to work under pressure, responding to customer needs and complaints.
- Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods of time.
- Capable and willing to work on own initiative.
- Good communication skills – the ability to make points clearly and understand the views of others.
- Ability to develop new ideas.
- Energy, determination and perseverance.
- Reliability and integrity.
- Personal pride in your work with a “can do” attitude.
- Understanding of the school’s equal opportunities policy and its relevance to the role of Cook in Charge/Catering Manager.