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| **Job Description** | |
| **Post:** | **Cook in Charge** |
| **Pay Scale:** | **Grade 4 (SCP 7-11)** |
| **Responsible to:** | **Headteacher** |
| **Main Location:** | **School based** |
| **Main Duties** | |
| * Lead and manage the day-to-day operation of the school kitchen, ensuring meals are prepared and served to a high standard. * Supervise kitchen staff, including rotas, task allocation, and performance monitoring. * Plan menus in line with nutritional guidelines and pupil need, including special dietary requirements. * Order food, cleaning supplies and equipment, ensuring stock control and budget compliance. * Monitor and report on kitchen budgets, food usage, and waste reduction. * Ensure compliance with food safety legislation, including HACCP, COSHH and allergen management. * Liaise with school leadership and external suppliers to ensure smooth service delivery. * Promote the catering service, encouraging pupil engagement and feedback. * Support school events and themed days, including planning and catering. * Practicing and encouraging good housekeeping with energy conservation and equipment. * Maximising good customer relations with colleagues and clients. * Carry out any other reasonable duties within the overall function of the job. * To work in accordance with Financial Regulations and procedures of the school. * To assist with the achievement of financial targets (i.e. portion control). | |
| **Professional standards and development** | |
| * Take responsibility for and participating in continuing professional development. * Be a role model to students through appropriate personal presentation and professional conduct. * Support all the School’s policies and ethos. * Establish effective working relationships with professional colleagues both in school and as part of the school’s learning community and network. * Responsible for the health, safety and welfare of self and colleagues in accordance. with the School’s Health and Safety policies and procedures and current legislation. * Reflect on own professional practice. * Take responsibility for and participating in continuing professional development. | |
| **Continuing professional development and formation** | |
| * Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available. * Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice. | |
| **General Responsibilities** | |
| * Attend and participate in staff meetings, training, and briefings as appropriate. * Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection. * Contribute to the overall ethos, work, and aims of the Trust. * Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust. | |
| *These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.*    *The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC’s Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust’s safeguarding procedures and Keeping Children Safe in Education statutory guidance.*    *It is the practice of this Trust to periodically examine employees’ job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust’s aim to reach agreement on any alterations.*  *The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation or marital status or whether you are pregnant or on parental leave or from a socio-economic background. We welcome applicants from all communities and from people that identify with those characteristics.* | |

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| **Person Specification** | | |
| **Key** **E** Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application | | |
|  | **Essential / desirable** | **Evidence** |
| **Qualifications** | | |
| Willingness to achieve Foundation Certificate in Food Hygiene within 3 months of starting job | Essential | A/I |
| Level 2 NVQ in a relevant discipline | Essential | A/I/C |
| Level 3 Supervising Food Safety | Desirable | A/I/C |
| GCSE English and Mathematics at Grade A\*- C, or GCSE Level 4 - 9, or a Level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent | Desirable | A/I |
| **Knowledge & Experience** | | |
| Experience of leading a kitchen team | Essential | A/I |
| Experience of ordering and stock control | Essential | A/I |
| Knowledge of why it is important to work within food legislations (HACCP) and cleaning chemical regulations (COSHH) within a school kitchen | Essential | A/I |
| Be able to demonstrate why good customer care skills are important | Essential | A/I |
| Experience of working as part of a team | Essential | A/I/R |
| Understanding of school meal nutritional standards | Desirable | A/I |
| Experience of budget monitoring and cost control | Desirable | A/I |
| **Technical Skills & Ability** | | |
| The ability to undertake light/moderate lifting i.e. food deliveries, dining room duties | Essential | A/I |
| Ability to plan menus and manage dietary needs | Essential | A/I |
| Confident in using kitchen management systems and software | Desirable | A/I |
| Skilled in motivating and managing staff | Essential | A/I |
| Ability to liaise with suppliers and school staff | Essential | A/I |
| **Special working conditions** | | |
| Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment | Essential | A/I |
| **Personal characteristics** | | |
| Be able to communicate effectively, politely and respectfully, particularly when dealing with staff, pupils, parents, teachers, suppliers and food reps | Essential | A/I/R |
| Be able to establish positive interaction with all staff, pupils, parents, teachers, suppliers and food reps | Essential | A/I/R |
| Strong leadership and decision-making skills | Essential | A/I/R |
| Passion for providing nutritious meals to children | Essential | A/I |
| Ability to remain calm under pressure | Essential | A/I/R |
| Flexible and dedicated approach to work | Essential | A/I/R |
| Commitment to Safeguarding and protecting the welfare of children and young people | Essential | A/I/R |
| Commitment to equality and diversity | Essential | A/I |
| Commitment to good attendance at work | Essential | A/I/R |
| Commitment to continuing professional development | Essential | A/I/R |