



JOB DESCRIPTION

Job Title:	Cook
Salary:	TPAT Point 4
Responsible to:	Headteacher / Catering Manager / Catering Supervisor
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies, Suppliers of Goods and Services & Visitors to the School

Main Purpose of the Job:

The school Cook role is to provide nutritious, balanced and value-for-money meals to children every day in term time.

To carry out all activities in the production of meals.

Your catering role and duties will depend on the size of your school and therefore the size of the catering team. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each school will have their own individual requirements.

Main Duties and Responsibilities:

The role of school Cook could include:

- Ordering food;
- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating;
- Monitoring and managing supplies within a budget;
- Supervising the work of catering staff, including allocation of duties and work rotas;
- Developing relationships with food suppliers;
- Liaising with the site manager;
- Complying with food safety legislation.

Key Duties:

- To assist with the smooth running of the school kitchen and assist at catering functions.
- To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
- To assist in the preparation, cooking and serving of food and beverages ensuring that efficient and economic use is made of all resources, as directed by the Catering Supervisor / Manager.

- To perform food preparation tasks as required, following kitchen procedures and maintaining food safety and quality:
 - Food groups – meat, fish, poultry, fruit, vegetables, bread, soups, sauces, rice, pasta, pulses, cakes, biscuits & sponges;
 - Preparation – cutting, mixing, combining ingredients & machine processing;
 - Cooking – boiling, poaching, baking, roasting, grilling, frying, steaming, simmering & combination cooking.
- Know what constitutes a healthy balanced meal in line with the food based standards and guidance, how to ensure the kitchen team meet these and why this is important to pupils.
- Know how to adapt, scale and follow menu/dish specifications and food standards and when suitable alternatives, such as special menus can be used to enhance the whole school approach.
- Use menu/dish specifications and food standards to prepare the correct volume of food with adaptations as required by the pupils.
- Ensure ingredients are stored, prepared, cooked and presented to deliver a quality product that is safe for the pupils.
- To assist in planning, preparing, cooking and serving high quality food on time and to budget.
- Create food which tastes good and keeps the nutritional goodness by best use of tools and equipment.
- Know how to present dishes for service in line with the school's standards and requirements.
- Take responsibility for allergens in the workplace and provide a discreet alternative to those with allergies or other dietary requirements.
- To lead the running of the kitchen in the absence of the Catering Supervisor / Manager.
- To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
- To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.
- To clean on a daily basis all catering areas to standards laid down by the school as directed.
- To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including washing up / loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
- To inform the Catering Supervisor / Manager of any defects in equipment, suspect food or other concerns relating to food safety.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures eg school policies (including code of conduct) and national legislation (health and safety, data protection).
- To maintain confidentiality of information acquired in the course of undertaking duties for the school.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To undertake other duties appropriate to the grading of the post as required.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;

- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.



PERSON SPECIFICATION – Cook

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>GCSE's in Maths and English or equivalent level of numeracy and literacy skills</p> <p>Level 1 Certificate in Food Preparation and Cooking</p> <p>Level 2 Award in Food Safety in Catering (Food Hygiene Certificate)</p> <p>Level 2 Certificate in Hospitality & Catering Principles (Food Production & Cooking / Kitchen Services)</p>	<p>Level 3 Award in Supervising Food Safety in Catering</p> <p>Health and Safety certificates/qualifications</p> <p>Food Safety certificates/qualifications</p>	<p>Application</p> <p>Certificates</p>
Skills and Experience	<p>Previous experience as a cook</p> <p>Good standard of practical knowledge, skills and experience of catering work</p> <p>Organised & methodical</p>	<p>Experience of working in catering in a school or similar environment</p> <p>Budget and stock management experience</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Specialist Knowledge and Skills	<p>Good communication and team working skills</p> <p>Attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Knowledge and experience of using Parent Pay</p> <p>Experience of cash handling procedures</p> <p>Experience of supervising a team of catering staff</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>Self-motivated & enthusiastic</p> <p>Able to undertake physically demanding work</p> <p>Comfortable with children and young people</p> <p>Acceptance of different attitudes</p> <p>Patient, friendly and polite approach</p> <p>Trustworthy and honest</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

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