



Job Description

Post Title: Head Cook

Salary: Scale 3

Contract type: 25 hours, Term Time Only, Permanent.

Start Date: 1st September 2024

Reporting to: Executive Head Teacher

Overall responsibility

To be responsible for the supervision and smooth running of the school kitchen, including hygiene, training of staff and all day-to-day operations including the cooking, preparation and serving of meals.

Main Responsibilities

- To carry out all general duties involved in the production and service of the school meal including general kitchen duties, e.g., washing up, cleaning the kitchen, its surrounds and equipment
- Manage all necessary procedures and systems to ensure that all environmental health, hygiene, nutritional guidelines comply with relevant legislations.
- To prepare menus that comply with school food nutritional standards.
- Operate day-to-day administration, record keeping, ordering and purchasing of provisions, materials and equipment, stock control, daily record sheets, costing, staff record sheets, requisitioning of equipment and reporting of repairs to premises.
- Preparation of dining area, setting up and cleaning before and after meals in collaboration with midday supervisors.
- Respond to the changing dietary requirements of our school, seeking advice where appropriate
- Requisition (order) goods to pre-determined levels within pre-determined budgets and be accountable for viable business performance at site level, seeking support where necessary from the central Trust team
- To assist with any extra catering/hospitality required by the school other than the school meal.
- Carrying out any other reasonable duties within the overall function of the job.

General

- Contribute to and support the school ethos and represent the school in a welcoming and professional manner at all times.
- To comply with the requirements of Safeguarding, Data Protection, Health and Safety, Equal Opportunities, Financial Procedures and other relevant legislations and school policy
- To be responsible for your own professional development and attend training where required
- Undertaking any other duties which may reasonably be regarded as within the confines of the duties and responsibilities/grade of the post as defined.



Person Specification – Head Cook

Qualification Criteria	Essential/ Desirable
Basic Food Hygiene Certificate of willingness to work towards	E
Intermediate Food Hygiene certificate	D
NVQ2 in catering and hospitality or equivalent, or willingness to work towards.	E
Experience	Essential/ Desirable
Experience of working within a school kitchen or small scale catering experience	D
Experience of administration and budgeting, including stock control and ordering	D
Personal Characteristics	Essential/ Desirable
Able to work within a busy environment and set priorities	E
Ability to work under pressure	E
Adaptability and flexible	E
Excellent time management and organisational skills	E
Awareness of security and health and safety issues	E
Ability to communicate effectively with a range of people including staff, pupils	E
Helpful, positive, calm and caring nature	E
Able to establish good working relationships with colleagues and pupils	E
Able to follow instructions accurately but make good judgements and lead when required	E
Ability to work in a confidential manner	E
Able to maintain a safe, calm and happy ethos	E
Committed to the safeguarding and welfare of all pupils in the academy	E
A commitment to abide by and promote the school's equal opportunities, health and safety and child protection	E
Willingness to undertake training in any area identified	E
Specific skills	Essential/ Desirable
Ability to work as part of a team	E
Good communications skills, written and oral	E
Competent with computers and other technology	E
Understand the importance of confidentiality and discretion	E

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.