



Midsomer Norton
Schools Partnership

Home school: St Marks

Job Title: Lead Cook

Responsible to: Trust Head of Catering

Job Purpose: To contribute to the development and delivery of catering strategy that meets the needs of the Trust. To manage the catering service, to supervise catering staff and provide healthy school meals on a daily basis.

Main Duties & Responsibilities

- Manage the catering service provision for the school/s.
- To contribute to the development of the catering staff both in terms of services provided and objective setting ensuring maximum effectiveness and efficiency at all times.
- Manage health and safety on a daily basis to ensure that it satisfies statutory requirements i.e. COSHH and HACCCP
- To work within statutory guidelines and the Trust's financial budget
- Ensure adequate stocks and supplies are maintained, rotated and recorded.
- To work at any other catering unit on occasion, within a reasonable travelling distance.
- To order all food from nominated suppliers as agreed with the Trust Catering Manager to ensure budget control.
- Assist with the development and delivery of a catering strategy which meets the requirements of Food for Life Partnership Scheme.
- Assist with menu planning, portion control and nutrition analysis. To include the provision of special catering needs i.e. dietary and preferences of service users
- Prepare, cook and produce an imaginative range of nutritionally-balanced dishes.
- Manage or provide assistance to internal and external commercial catering events.
- Supervise the catering staff, reporting to the Trust's Catering Manager.
- Manage the organisation and supervision of food service areas.
- Complete monthly stock takes.

School Support & General

- Develop and maintain professional relationships with internal colleagues and external clients.
- Actively engage in the school's appraisal process.
- To attend all department meetings and relevant staff meetings.
- Attend all training courses as directed by the Line Manager.
- Maintain discretionary confidentiality according to organisation and legal requirements.
- Contribute to the protection of children as appropriate, in accordance with any agreed policies and guidelines, and to report any issues or concerns.
- Play an active and positive role in the life of the school/s, sharing the aims and objectives.
- Promote equal opportunities and diversity.

At certain points of the day the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries.

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out.

Physical Effort and Working Environment

At certain points of the day the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries.

The postholder will be exposed to heat and steam during cooking periods. Protective clothing must be worn at all times. Protective headgear need only be worn if working in the kitchen and service area.

Personal Specification

It is expected that the post holder will possess the following attributes:

Essential
Working at Head Chef level with a minimum of 2 years' experience
Have up to date knowledge of Health and Safety pertaining to catering, including COSHH
Have a strong knowledge of nutrition and dietary requirements
Be able to carry out risk assessments and use safe working procedures
Understand and efficiently implement stock control management
Be financially aware with the ability to manage budgets and costs
Commitment to high standards
Excellent communication and organisational skills
Can successfully supervise a team
Can identify strengths and weaknesses in the team
Approachable manner
Extremely well-organised
Resilient and calm under pressure
Ability to undertake bending and lifting in the course of duties e.g. lifting trays of food in and out of the oven and the service area, moving food stores following deliveries and moving tables, chairs and trolleys.
Develops good working relationships with the wider School community
Communicates well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> ● Ability to form and maintain appropriate relationships and personal boundaries with children and young people ● Professional attitudes to use of authority and maintaining discipline ● Understanding of safeguarding and promoting the welfare of young people
Desirable
Hold relevant catering qualifications (City and Guilds 706/1 & 2 or NVQ Level 2 or 3)
Hold a valid food hygiene certificate at level 3
Good general education including English and Mathematics to GCSE Level or equivalent

Midsomer Norton Schools' Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced Disclosure Barring Service Certificate is required for this post prior to commencement.