**Cuffley School**

Pay Grade: H3 – H5

Purpose of the Role: To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including planning, preparation and cooking ofmeals.

**Responsibilities**:

* Plan and prepare balanced multi-choice menus according to nutritional standards and taking into account allergies, dietary needs and preferences of pupils, their varied cultural and religious backgrounds, and costs and budgets
* Prepare, cook and oversee the cooking of a range of food items.
* Organise and manage the work of other kitchen staff, including ensuring they have been adequately trained
* Operate and ensuring maintenance of kitchen equipment, following training
* Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
* Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards
* Cater for functions if required

|  |  |
| --- | --- |
| **Knowledge**    Level 3 award in catering (or Equivalent)  Food hygiene Certificate  Level 1 Safeguarding / Awareness of keeping children safe  Awareness of Control of Substances Hazardous to Health (COSHH)  Good knowledge of Health and Safety  Understanding of the school’s ethos & values  Manual Handling | **Competencies**  Communication (written and verbal)  Listening  Team working  Planning and organising  Creativity  People Management  Customer Service |

*This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*

*This role will be reviewed annually as part of the PMD process*

*The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.*