



THE STOUR FEDERATION SCHOOL COOK JOB DESCRIPTION

SCALE POINT F 7-10

Play. Make their day. Choose your attitude. Be there.

CORE PURPOSE

Responsible for planning, preparing, cooking and serving food/meals in line with government guidelines and legislation on nutritional standards.

Responsible for care, maintenance and cleaning of the kitchen and catering equipment.

Contribute to establishing and maintaining a culture of safeguarding children and promoting the welfare of children.

Responsible for the ordering of food supplies, taking deliveries and appropriate storage.

RESPONSIBILITY FOR OTHERS: The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).

RESPONSIBILITY FOR STAFF: The post has no (or limited) responsibility for a team or small group of staff.

RESPONSIBILITY FOR FINANCE: The post has direct accountability for the effective budgeting of meal costs.

RESPONSIBILITY FOR PHYSICAL RESOURCES: The post has some direct responsibility for physical resources, involving day to day maintenance of equipment and/or ordering/stock control of a limited range of supplies and/or use of expensive equipment

TYPICAL TASKS, DUTIES AND RESPONSIBILITIES

- Plan daily choice of meal / menu within budget available.
- Plan menus that meet the nutritional targets set by the Government's School Food Trust.
- Cater to special dietary requirements and ensure that all allergy information is effectively communicated and clearly labelled.
- Prepare, cook and present food or oversee this.
- Serve food, offering encouragement and guidance to assist pupils in making choices.
- Develop additional dishes to complement existing menus, particularly when catering for special occasions, guests, or visitors.

- Work consistently with the school and pupils to proactively increase the uptake of school meals.
- Ensure washing up cleaning of kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls, store areas undertaken, including deep cleans.
- Order supplies, check and receive deliveries. Ensure food is stored appropriately.
- Cancel supplies when not needed.
- Ensure appropriate records kept.
- Check freezer and fridge temperatures.
- Adhere to the need for confidentiality at all times regarding school and pupil information.

QUALIFICATIONS/TRAINING & LIKELY ABILITIES

- Literacy and numeracy skills required to read, give instructions and work out measurements/costings.
- Previous catering experience necessary.
- Able to operate equipment and use materials.
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of children.
- Understands and can work to procedures, follow straightforward instructions and read labels.
- Understands and operates within regulations, policies and procedures, eg. HASAW
- Can identify straightforward solutions to simple problems, e.g. improving working methods.
- Understands food hygiene requirements/regulations – through on the job and through the Level 3 Food Safety qualification.
- Can exchange information with colleagues and users.
- Has staff supervisory skills.

SAFEGUARDING CHILDREN & SAFER RECRUITMENT

All schools in The Stour Federation Multi Academy Trust are committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Stour Federation will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated persons and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and the CEO reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.