



St Edmund's Catholic School

Job Description



JOB TITLE:	Cook
REPORTS TO:	Catering Manager/Lead Cook
GRADE:	Pay Band 3
SUPERVISES:	Not Applicable

JOB PURPOSE:

To undertake cooking activities including preparation of food, portion control and provision of special dietary meals. Cooking in accordance with menus, serving of meals including the organisation, setting up, cleaning and clearing up. To sell meals, snacks, confectionary and beverages.

To support, assist and undertake the duties of the Assistant Catering Manager/Lead Cook in their absence.

KEY ACCOUNTABILITIES:

To actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery

To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work

At the discretion of the Head Teacher, such other activities as may from time to time be agreed consistent with the nature of the job described above

To work with colleagues to achieve service plan objectives and targets

To participate in Employee Development schemes and Staff Appraisal and contribute to the identification of own team development needs

PRINCIPAL RESPONSIBILITIES/DUTIES

- Cooking in accordance with menus, serving of meals including the organisation, setting up, cleaning and clearing up. To undertake general kitchen duties.
- To support and assist the Assistant Catering Manager/Lead Cook.
- To sell meals, snacks, confectionary and beverages.
- Clearing and cleaning of Kitchen and Dining areas.
- To assist in ensuring that School's standards are met.

I can do all things with the help of God who strengthens me. (Philippians 4:13)

- To attend Open Morning which is usually held on a Saturday at the end of September/early October.

At the discretion of the Catering Manager, such other activities as may be agreed consistent with the nature of the job described above.