



Southfields Academy

ROLE: School Cook

RESPONSIBLE TO: Director of Catering

CONTRACT: Permanent

WORKING PATTERN: 52 Weeks per year– 35 hours a week 8.30am-4.30pm including 1 hour unpaid break time. Part-time working hours will not be considered for this role.

Grade and Salary:

Salary: £28,136.45- £31,756.70

MAIN PURPOSE OF THE ROLE:

- To be responsible for the preparation of food for the Academy and nursery@aspire, in line with agreed menus, and cleaning of kitchen equipment.
- To maintain a high standard of cleanliness in the kitchen.
- To assist in the acceptance and storing of heavy food deliveries.

Key Areas

Accountabilities

- In consultation with the Director of Catering, be responsible for the preparation of seasonal menus, taking account of any special dietary needs.
- Together with Director of Catering, to plan new menus based on Healthy Eating Standards.
- To maintain adequate stores and food stuffs in appropriate storage conditions.
- To order all food and maintain monthly records for stocktaking purposes of all food stuff.
- To ensure the kitchen and all kitchen equipment is kept clean and tidy according with Kitchen Management policies
- To ensure all crockery and utensils are washed-up, using the dishwasher as appropriate.
- To clean and defrost fridge and freezer as necessary.

Personal

- To attend staff meetings and training sessions as required.
- To be responsible for participating in all self development activities, including appraisals.

The postholder will be entitled to 26 days leave plus bank holidays. The postholder will take leave as allowed by the Director of Catering but will plan to take leave during the two week nursery@aspire Christmas break.

Financial

In conjunction with the Director of Catering, assist in monitoring and controlling all catering costs.

Health and Safety

To observe high standards of food hygiene during the preparation, cooking and serving of all foods.

To operate the highest standard of hygiene and cleanliness in the kitchen

To maintain high standards of personal hygiene and personal appearance in accordance with policy

General

Adhere to the Southfields Academy and catering procedures including attendance at meetings, preparation of reports and any other duties as required from time to time.

Ensure the company's Equal Opportunities Policy is adhered to at all times.

NOTE: The Job Description is to provide a clear and concise statement of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every aspect of the post holder's duties.

Any other duties assigned by Principal / Headteacher / Deputy Headteacher commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date

PERSON SPECIFICATION

School Cook

Report to Director of Catering

Essential	Desirable
	A recognised Catering Qualification
Minimum of two years catering experience as a school cook	
Capable of working under pressure in an organised way	
Ability to work as part of a team	
Good interpersonal skills	
Basic Food Hygiene Certificate	
	Experience of working in a childcare environment
	Knowledge of food preparation for special dietary needs i.e. vegetarian, cultural
	Ability to work with children in preparing simple snacks and baking preparation
	Knowledge of Health and Safety Issues
Knowledge and understanding of Equal Opportunities	
	First Aid Certificate