

<b>JOB TITLE</b>	SCHOOL COOK
<b>PAY GRADE</b>	KR 5
<b>WORKING HOURS</b>	37 HOURS PER WEEK 39 WEEKS PER YEAR
<b>RESPONSIBLE TO</b>	HEADTEACHER
<b>DATE JD UPDATED</b>	MARCH 2024

## **JOB PURPOSE**

To provide an efficient catering service to pupils/staff, including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health and Safety and hygiene regulations.

## **KEY DUTIES AND RESPONSIBILITIES**

- Plan meals within nutritional and dietary guidelines, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice.
- Direct the day to day work of the kitchen team and provide supervision sessions to ensure the function performs to appropriate high standards.
- Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stock taking, timesheets for staff, etc. to ensure KCC's policies and procedures are adhered to.
- Ensure correct Health and Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
- Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained.
- Liaise with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
- Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
- Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service.
- Attend training courses as required and assist in the training of other catering staff as directed.
- Comply with Health and Safety, Fire Regulations and other County/School policies.
- Assist in moving and setting up dining furniture.
- Assist with delivering catering for functions

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<p>Food hygiene certificate</p> <p>Level 2 diploma (or equivalent)</p>
<b>EXPERIENCE</b>	<p>Previous experience of planning meals within nutritional and dietary guidelines.</p>
<b>SKILLS AND ABILITIES</b>	<p>Use of kitchen equipment, knives for preparation.</p> <p>Preparation and cooking of food.</p> <p>Ability to influence, encourage, persuade, and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans and Health and Safety, etc)</p> <p>Needs to understand how to respond appropriately when faced with difficult situations or when handling enquired and complaints.</p>
<b>KNOWLEDGE</b>	<p>Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements.</p> <p>Knowledge for the use of wide range of kitchen equipment.</p>

## **SAFEGUARDING AND SAFER RECRUITMENT**

St Nicholas school is committed to safeguarding and always promoting the welfare of children and young persons. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.