JOB DESCRIPTION

**Job Title:** Head Cook

**SALARY:** KR 4 £21389-£22493 FTE

35 hours per week

38 weeks per year

**Responsible to:** Headteacher

**PURPOSE OF JOB**

Provide an efficient catering service for pupils, organising appropriate menus and maintaining stock levels whilst ensuring compliance with relevant Health and Safety and hygiene regulations.

**PRINCIPAL ACCOUNTABILITIES**

1. Plan well-balanced meals within nutritional and dietary guidelines, including portion control. Ensure meals are cooked and served in a timely manner and adequate choice is available to pupils.
2. Prepare and serve meals to pupils in a timely manner in accordance with the school’s requirements.
3. Clean equipment and kitchen in order to leave the environment tidy for the next day.
4. Ordering of stock for the kitchen, Breakfast Club and Milk Bar.
5. Ensure expenditure is kept within authorised budget limits and ensure school policies and procedures are adhered to.
6. Ensure correct Health and Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported to the Site Manager to maintain a safe working environment.
7. Liaise with outside agencies i.e. Environmental Health Officers, Catering Service Monitoring (KCC) and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
8. Ensure security of the kitchen and storerooms are maintained at all times to provide a safe working environment.
9. Attend training course as required.
10. Comply with Health and Safety, Fire Regulations and other TILT policies.
11. Any other reasonable jobs requested by the Head of School
12. **The Island Learning Trust is committed to safeguarding.  The Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.**

*Note: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.*

***The Island Learning Trust is committed to safeguarding.  The Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. All applicants with need an enhanced DBS check. All shortlisted applicants will be subject to online and Social Media searches as part of The Island Learning Trusts due diligence checks.***

**Person Specification: Head Cook**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | Criteria |
| Qualifications | * Food hygiene certificate. * Level 2 Diploma (or equivalent) and willingness to work towards Level 3. |
| Experience | * Previous experience of planning meals within nutritional and dietary guidelines. |
| Skills and abilities | * Responsibility for the safekeeping, cleanliness and use of equipment, supplies and consumables. * Preparation and cooking of food. * Ability to interact with dining area staff. Able to communicate with pupils aged 4 -11 to ascertain needs. * Ability to work independently and collaboratively whilst leading a small team of kitchen staff. |
| Knowledge | * Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements. * Knowledge of the use of a wide range of kitchen equipment. |