

**Ripplevale School  
Cook Job Description**

**Name of post holder:**

**Post Title:** **School Cook**

**Post Purpose:** To develop and manage catering requirements of the Lower school whilst managing the kitchen and dining room area to afford the efficient delivery of school meals.

**Reporting to:** **Senior Administrator & SLT**

**Responsible for:** **Kitchen Assistants (where or if applicable)**

**Responsible for:**  
**Liaising with:** **Headteacher/SLT**

**Disclosure level:** Enhanced

**Summary of main duties/tasks of post**

- ☐ To ensure provision and preparation of lunch servings (main course) daily during term time and where applicable, to direct kitchen assistants in the serving and clearing of the same.
- ☐ To ensure provision of a breakfast club.
- ☐ To ensure provision and preparation of snacks for morning breaks daily during term time.
- ☐ To liaise with SLT regarding menu possibilities.
- ☐ To implement menus approved by SLT appropriate to the season and to ensure a broad and balanced diet in accordance with the Department of Education Standards for School Food in England.
- ☐ To order all provisions to fulfil menus.
- ☐ To ensure regular stock control
- ☐ To allocate appropriate duties to kitchen assistants if applicable.
- ☐ To maintain kitchen area and equipment to a high standard of cleanliness to ensure the continuance of 5 rating from Dover District Council and for other inspectorates such as Ofsted.
- ☐ To ensure all other aspects of kitchen maintenance i.e. temperature checks, date labelling and other standards required are carried out to ensure the continuance of 5 rating from Dover District Council and for other inspectorates such as Ofsted.
- ☐ To alert senior staff as to any significant resource problems.
- ☐ To maintain records in accordance with company and statutory requirements.

- ☐ To ensure all the above is carried out effectively to continue to be awarded 5-star hygiene rating from DDC in association with the Food Standards Agency
- ☐ To meet with DDC inspector during his annual ad hoc inspection visits

### **Staffing**

- ☐ To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- ☐ To continue personal development in any relevant areas.
- ☐ To work as a member of a designated team and to contribute positively to effective working relations within the school.
- ☐ To attend support staff and whole staff meetings as required.

### **Quality Assurance**

- ☐ To help to implement school quality procedures and to adhere to those.
- ☐ To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

### **Communications and Liaison**

- ☐ To communicate effectively with colleagues as appropriate.
- ☐ Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- ☐ To follow agreed policies for communications in the school.
- ☐ To take part in liaison activities such as open day & parents evening

### **Management of Resources**

- ☐ To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- ☐ To assist the SLT to identify resource needs and to contribute to the efficient/effective use of physical resources.
- ☐ To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

### **School Ethos**

- ☐ To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- ☐ To actively promote the school's corporate policies.
- ☐ To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

### **General Duties**

- ☐ To undertake the professional duties of Cook.
- ☐ To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- ☐ To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- ☐ To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- ☐ To undertake any other duties that are reasonably assigned to you commensurate with the level of the post.

**The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.**

### **Child Protection and Safeguarding**

- ☐ To make yourself aware of all policies and ensure that you abide by Ripplevale School's Safeguarding & Child Protection Policies which contain the names and points of contact for all relevant agencies.
- ☐ To participate in all Safeguarding/Child Protection training required by the school.
- ☐ To immediately report any incidents of a safeguarding/child protection nature to the school's Designated Child Protection Officer, the Headteacher, Principal or the Directors.
- ☐ Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

### **Signatures:**

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

<b>Signature</b>	<b>Name</b>	<b>Designation</b>	<b>Date</b>
		Cook	
		Headteacher	