



Whitstable & Seasalter Endowed

Church of England (Aided) Junior School

High Street, Whitstable, Kent CT5 1AY

Tel: 01227 273630

Headteacher: Ellen Taylor ELM MSc | BA Ed (Hons)

headteacher@whitstable-endowed.kent.sch.uk

SCHOOL COOK

Grade: Kent Scheme B

Responsible to: School Business Leader

Purpose of the Job:

Working in collaboration with the school's existing Cook to provide an efficient catering service to pupils, including liaising with lunchtime staff as appropriate. Planning and organising appropriate seasonal menus and maintaining stock levels, ensuring compliance with all relevant Health & Safety, Food Safety, Allergy and Hygiene regulations.

Key Duties and Responsibilities:

1. 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.
2. Ensure best value is sought at all times when purchasing food and supplies for the purpose of School Dinners and to liaise regularly with the Business Leader. Completing necessary weekly paperwork and financial information; stock sheets, periodic stock taking, etc to ensure the school's policies and procedures are adhered to.
3. Ensure correct Health & 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. This will also include appropriate labelling and storage of food types.
4. Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained.
5. Liaise with outside agencies i.e. Environmental Health Officers, food suppliers and engineers or contractors to ensure high standards of food hygiene and quality of supplies are maintained.
6. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
7. Preparation, cooking and serving of meals. Cleaning of kitchen, washing up, laying tables, laundry, as appropriate, in order to provide an effective service.
8. Attend training courses as required and assist in the training of other catering staff as directed.



9. Keep up to date with Food Hygiene and Allergy Awareness training and attend other related courses as required. To assist in the training of other catering staff if needed and as directed.
10. Comply with Health and Safety, Safeguarding, Fire Regulations and all other School policies.
11. To provide other school catering, as required, for events such as staff INSET days, promotional activities and refreshments that may be required for events that parents are invited.
12. To check daily numbers for school dinners, including liaising with the School Administrator over the school dinner bookings in Bromcom (MCAS).
13. Preparation and purchasing of fruit to sell in the school's 'Fruit Tuck' shop.

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.

	CRITERIA
QUALIFICATIONS	<p>Food Hygiene Certificate (minimum Level 2) or equivalent</p> <p>Allergy Awareness Certificate (minimum Level 2)</p> <p>GCSE Grade 4 or above (desirable) in English and Maths</p>
EXPERIENCE	<p>Previous experience of planning and preparing meals within nutritional and dietary guidelines.</p> <p>Previous experience of school's MIS and cashless catering systems.</p>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Use of kitchen equipment, knives for preparation. • Preparation and cooking of food. • Basic financial skills and awareness of budgeting. • Ability to influence, encourage, persuade and negotiate with others to achieve desired results to ensure work is carried out in accordance with plans and Health and Safety, etc. • Needs to understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints. • Can communicate confidently both verbally and written • Ability to use IT software such as Excel, Word and Microsoft Office.
KNOWLEDGE	<p>Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements.</p> <p>Knowledge of the use of wide range of commercial kitchen equipment</p>