

Christ Church CEJ School, RAMSGATE

Job Description: School Cook

Name:

Grade: Kent Scheme D

Responsible to: Head Teacher

Purpose of the Job:

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards. You will need to plan food production and portion control to manage costs, as well as ordering from suppliers, and conducting weekly stock takes. As the School Cook you will manage the day to day due diligence and record keeping in your kitchen and ensure that everything is kept clean.

Key Duties and responsibilities

Meal planning and provision

- Oversee the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- To establish menu cycles of interesting and varied food, incorporating seasonal and when possible local produce, and using primarily fresh ingredients.
- Negotiate best-value contracts with authorised suppliers to ensure the cost effectiveness of the catering service
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- To ensure that all heavy duty equipment, light equipment, work areas, other facilities and general surroundings of each of the dining areas are maintained and operated to the standards required by statutory, local authority and school health and safety, fire and hygiene regulations and policies.
- To avoid unnecessary wastage and deterioration of foodstuffs.
- To account for all money spent and received and all stock purchased and used, and to supply supporting receipts.

Staff management

- Supervise and manage the catering assistant, ensuring efficiency and high-quality food provision
- Delegate tasks appropriately to staff, and ensure the smooth running of the team
- Carry out performance management duties and make sure all staff in the team have relevant, required training and maintain records of future training needs.
- Promote morale and wellbeing among the catering staff

Health and safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy

- Ensure that the catering staff keep the kitchen and dining area clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Arrange for all necessary repairs (with the Site Manager) to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs. Where repair or replacement exceeds the agreed budget, discuss this with Head Teacher
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

Other areas of responsibility

Staff appointments

- Assist in the recruitment and selection of catering staff
- Carry out induction and training for new staff members

Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school
- To produce cost-sales analysis as required by the Head Teacher

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Person Specification: School 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.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 3 Food Safety (or NVQ equivalent) • GCSE or equivalent level in English and maths
EXPERIENCE	<ul style="list-style-type: none"> • Experience of working at a management level in an industrial kitchen or catering establishment including: <ul style="list-style-type: none"> ○ Line management and supervisory experience ○ Experience of menu planning and pricing ○ Experience of recording and managing stock • Experience working with young people

SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Wide knowledge of culinary production and strong culinary skills • Knowledge of legislative requirements for: <ul style="list-style-type: none"> ◦ Working in industrial cooking ◦ School catering • An understanding of the routines and challenges of catering in a school environment • Good literacy and numeracy skills • Good organisational skills • Ability to multitask and work effectively in a stressful environment • Strong leadership and teamwork skills • Strong customer service skills
Personal Qualities	<ul style="list-style-type: none"> ➤ Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff ➤ Commitment to promoting the ethos and values of the school ➤ Commitment to maintaining confidentiality ➤ Commitment to safeguarding pupil wellbeing and equality ➤ Resilient, positive, forward looking and enthusiastic about making a difference to children and young people

Headteacher signature:

Date:

Postholder's signature:

Date: