

## JOB DESCRIPTION

**Job Title:** School Cook  
**Grade:** Grade 5  
**Reports to:** Head of School



### Purpose of Role

Under the general direction of the Head of School, be responsible for the school kitchen including the preparation, cooking and serving of meals, supervision of staff, menu planning, ordering supplies and completion of daily and weekly returns.

### Main Responsibilities, Tasks & Duties

- Working within a defined budget, decide on appropriate menus, prepare and cook meals in accordance with School Food Standards.
- Assist the Head of School in ensuring that a high standard of health and safety and hygiene is maintained within the kitchen.
- Supervision of all staff employed in the kitchen.
- Assist with serving meals.
- Order supplies, ensuring adequate stocks of food are maintained.
- Completion of daily and weekly returns and maintenance of records as appropriate.
- Ensure that kitchen equipment is adequately maintained, reporting items for repair as necessary.

### Supervision of People

- Day to day supervision of kitchen staff; oversee quality of work and ensuring that hygiene standards are met and maintained.

### Creativity & Innovation

- Working within policies and procedures the post holder will have opportunity for some creativity in menu planning subject to individual dietary requirements.

### Contacts & Relationships

- Daily contact with the Head of School, employees working in the kitchen, other employees of the school and pupils.
- Occasional contact with visitors to the school and school governors.
- Regular contact with suppliers of goods and services.

### Decisions

**Discretion** – the post holder has discretion to plan the day to day menu within a specified budget.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. This post is subject to an Enhanced DBS check.**

**Consequences** – impact of work would be on students’ lunches; problems quickly identified and easily remedied.

### Resources

- Kitchen equipment, crockery, cutlery.

### Work Environment

**Work Demands** – the work is subject to changing demands but does not impact on the overall tasks to be carried out.

**Physical Demands** – working with kitchen equipment may be required to lift heavy pans.

**Working Conditions** – working in a kitchen area on school premises in lit and ventilated environment.

**Work Context** – may be at some risk from use of equipment, eg heat from ovens. The post holder may have limited exposure to abuse/aggression from pupils, parents and carers.

### Knowledge & Skills

- Intermediate Food Hygiene Certificate.
- Relevant experience of working in a busy kitchen and cooking for large numbers of people.
- Staff supervision.
- C&G 706/1 and 706/2, NVQ 2 in food preparation or equivalent.
- Good administrative and IT skills.

### Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

**Equal Opportunities** - The post holder is required to carry out the duties in accordance with Equal Opportunities policies.

**Health and Safety** - The post holder is required to carry out the duties in accordance with the Health and Safety policies and procedures.

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