

**Job Description**  
**Chef/Cook**  
**Children Education**

<b>Job Title</b>	School Chef/Cook
<b>Responsible to</b>	Assistant Head Teacher
<b>Key Internal Contacts</b>	Other staff within the Facilities team Staff in other departments within the school Students within the school Staff within the school Central office staff
<b>Key External Contacts</b>	Visitors to site Staff in other services in the region Suppliers and Contractors External Inspectors Neighbours Local Retailers

**JOB PURPOSE**

To be responsible for the planning and preparation of high-quality food and catering service to the school for student, staff and visitors.

**KEY TASK AREAS & RESPONSIBILITIES**

- To plan menus for the school with reference to the dietary needs of the students or personalised plans
- To undertake the monitoring of stocks by date rotation, portion control and quality and in accordance with the budgetary controls set
- To set up and clean down the kitchen areas before and after day-to-day use
- To set up and clean down the school hall area for and after breakfast club
- To set up and clean down the school hall area for and after lunch
- To ensure that staffroom is clean and refreshments like tea/coffee/sugar are refilled on a daily basis

- To clean that fridges and the microwave in the staffroom once a week
- To ensure that necessary preparation is undertaken for the day/weekly demand/needs of the school
- To be observant of the need to minimise waste
- To provide suitable food to students/staff/visitors with special dietary requirements
- Check daily any visitor, staff, student mealtime requirements
- To personally observe all measures relating to Health and Safety, hygiene and food hygiene requirements
- To report on any equipment or maintenance requirements
- To prepare and place food orders and to deal with any enquiries and complaints to suppliers
- To ensure that supplies are ordered and are properly checked on delivery and that invoices are accurate
- To ensure all equipment and chemicals are always used and handled correctly, in accordance with manufacturer's instructions and COSHH Regulations
- To keep relevant records and reports accurate and up to date
- To respond timely and with flexibility to urgent or last-minute staff/service requirements as a service providing function of the school
- To report any defects, damage, theft, breakages, or hazards to relevant staff immediately

### **General**

- Ensure awareness that the service operates to agreed budgets and contribute to keeping within these budgets as instructed
- Exercise vigilance in respect of Health and Safety and promptly report all hazards and/or remedying them where appropriate. Undertake all duties in a manner calculated to minimise or avoid unnecessary risks, personally or to others
- Report issues and/or incidents relating to staff and Service Users that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Always operate in accordance with Company policies and procedures, with reference to Safeguarding, Whistleblowing, Complaints and Representations and Behaviour Policies
- Participate in training and take responsibility for personal development
- Participate in team meetings, supervisions, and annual reviews in accordance with Company policy and the standards set by the Regulatory Body
- Work to promote the school as a valued, professional asset within its community and always conduct themselves in a manner that reinforces this image
- Ensure that all actions are in the interests of the Service Users and the Company.

- To work to and exhibit the values of the Company and maintain standards of behaviour in accordance with Company policies, procedures and practices
- To carry out any other reasonable and relevant duties as required

#### PERSON SPECIFICATION

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
Experience of catering work in a residential or educational or similar setting	<b>X</b>	
Experience of menu planning with reference to budgetary control and nutritional	<b>X</b>	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>
Good knowledge of catering practices including the use and storage of relevant products	<b>X</b>	
Good knowledge of food safety requirements	<b>X</b>	
Good knowledge of devising and implementing effective systems of working	<b>X</b>	
Ability to work independently and as part of a team	<b>X</b>	
Effective leadership skills	<b>X</b>	
Effective communication skills, verbal and written	<b>X</b>	
Basic IT skills	<b>X</b>	
Good organisational and time management skills	<b>X</b>	
<b>Qualifications &amp; Training</b>	<b>Essential</b>	<b>Desirable</b>
Willingness to work towards other relevant qualifications as required	<b>X</b>	
Undertake relevant group induction training on commencement	<b>X</b>	
<b>Other</b>	<b>Essential</b>	<b>Desirable</b>
Commitment to the values of the Organisation	<b>X</b>	
Driving Licence		<b>X</b>