

Job Title	<i>School Cook</i>
Responsible to	<i>Facilities Manager/School Business Manager</i>
Responsible for	<i>Kitchen staff (if applicable)</i>
Key Internal Contacts	<i>Other staff within the FM team</i> <i>Staff in other departments within the school</i> <i>Students within the school</i> <i>Staff in other schools in the Region</i> <i>Central Office Staff</i>
Key External Contacts	<i>Visitors to site</i> <i>Suppliers and Contractors</i> <i>External Inspectors</i> <i>Neighbours</i> <i>Local Retailers</i>

JOB PURPOSE

To be responsible for the planning and preparation of high-quality food and catering service to the school.
To manage and supervise all kitchen staff (if applicable).

KEY TASK AREAS & RESPONSIBILITIES

- To plan menus for the school with reference to the dietary needs of the students
- 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 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 staff/students with special dietary requirements as and when required
- Check daily any visitor, staff, students 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 used and handled correctly at all times, 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/student requirements as a service providing function of the School
- To report any defects, damage, theft, breakages, or hazards to relevant staff immediately

Staff (if applicable)

- Undertake agreed delegated management responsibilities on an ongoing basis, in support of the Line Manager, for example supervisions, annual appraisals, probation reviews and return to work meetings
- Lead and supervise the staff on shift (if applicable) to ensure they carry out their duties and behave appropriately at all times
- Report issues that have arisen in the day promptly to the relevant person
- Ensure staff follow Company policies and procedures at all times and feeding back as and when necessary
- Support all staff and ensure their safety and well being
- Effectively hand over to other staff and teams as required
- Delegate responsibilities, work and tasks based on competence of staff and needs of the Company and review in order to promote teamwork and communication
- Ensure that any areas of insufficient staffing levels are reported to the relevant manager and that cover is provided to meet shortfalls
- Assist in the training and ongoing development of staff
- Ensure that staff exhibit the values set out by the Company and uphold standards of behaviour in accordance with Company policies

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 students that have arisen in the day promptly to the relevant Line Manager or appropriate person
- Operate at all times in accordance with Company policies and procedures, with particular 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 conduct themselves at all times in a manner that reinforces this image

- Ensure that all actions are in the interests of the students 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

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