

# Job description

**Job title:** Cook  
**Job ref:** XS 2.1  
**School:**  
**Grade:** Dorset Grade 7  
**Reports to:** Headteacher

## Main job purpose

To manage the kitchen, to prepare and cook meals, and to oversee the tasks undertaken by the Kitchen Assistant(s). This will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided

## Main responsibilities and duties

1. To supervise, direct and train Kitchen Assistants.
2. To generate and process all food orders, pass invoices for payment and to keep all records and stock books, as required.
3. To prepare, cook, manage and serve school meals.
4. To supervise lunch time service
5. To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene.
6. Wash up, as appropriate.
7. To prepare beverages and refreshments, as requested.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Minimum Basic Food and Hygiene qualification.

Preferably City and Guilds 706/1 or equivalent NVQ Qualification and experience in School meals provision.

## Supervision & management

A requirement to supervise and deploy kitchen assistant(s) as appropriate

## Problem solving and creativity

Work to strict deadlines to plan day to day activities, but within established routines, within the budget and guidelines on nutritional content.

## Key contacts & relationships

Deal with routine enquires from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Headteacher.

## Decision making

1. Where there is no specified menu, to decide on the school meals to be provided under the guidance of the Headteacher
2. To order stock when appropriate



## Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

## Working environment

Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.

Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

<b>Approval</b>			
Prepared by	Chris Matthews	Date	January 2005
Designation	Pay and Reward Manager		

