



JOB DESCRIPTION

Name of SCHOOL: Folksworth Church of England Primary School

JOB TITLE: School Cook

REPORTS TO: Headteacher (or other designated person)

1. PURPOSE OF JOB:

- To produce a range of meals for pupils and staff in accordance with catering policies and procedures to the standards required, including the provision of special diets.
- Presentation and serving of food and cleaning of the equipment and kitchen.
- To achieve the budgetary targets which have been set.
- To order and maintain appropriate food supplies.

2. MAIN RESPONSIBILITIES, TASKS & DUTIES

i.	Undertake the full range of cooking activities including cooking for special dietary requirements, ensuring the highest standards of food production and presentation are achieved to agreed standards. Liaising with school staff and supporting professionals (e.g. dietician) as necessary.
ii.	Plan and cook menus in accordance with the client's needs and National Nutritional Standards and working to the agreed costs.
iii.	Establish links with pupils, teaching staff and Head Teacher to provide feedback regarding menus and action accordingly.
iv.	To achieve the budgetary targets set for food, labour and materials by maintaining low stock levels of food and materials, following standard recipes and serving correct portions, and managing overtime.
v.	Ordering of the full range of supplies required according to the agreed procedures, controlling levels of stock, delivery and invoice processing, maintaining and updating relevant paperwork and records, in particular checking that the goods received are as ordered, of the required brand, quality, correct weight and correct quantity.
vi.	Supervision, training, motivating and of all Kitchen Staff. Completion of timesheets, completion of self certification forms and return to work interviews following sickness absence.
vii	Implement safe working practices with regard to Health and Safety, Food Hygiene Regulations and maintain high standards of personal hygiene.
xviii	Effectively organise the serving of food to pupils and staff and the washing up and to maintain and implement an emergency feeding plan in the event of any employees absence
ix	Ensure efficient cleaning of the kitchen and dining areas in accordance with the cleaning schedule (e.g. washing up, setting up and clearing away dining requirements and serving areas).
xi	Report repairs/defects to the designated person.
xii	Ensure the general security of the kitchen area including storage and welfare areas.

	xiii	Maintain all records required to include customer numbers, stock take, meal numbers, overtime, food safety records, health and safety records, orders, attendance, tuck shop, breakfast club income.
	xiv	Attend training courses when required.
	xv	Liaise with catering and schools management, visitors and suppliers.
	xvi	Responsible for undertaking the duties of the job with due regard for the Council's Equal Opportunities Policy.
3.	CREATIVITY AND INNOVATION	
	Working within policies and procedures the postholder will have opportunity to be creative in menu planning.	
4.	CONTACTS AND RELATIONSHIPS	
	Daily contact with Headteacher and Finance Manager, other employees of the school and pupils. Occasional contact with visitors to the school, School Governors. Contact with suppliers of goods and services.	
5.	DECISIONS	
	<p>a) Discretion</p> <ul style="list-style-type: none"> • The post holder must comply with the school and Cambridgeshire Council health and safety policy and in particular is required:- • To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions • To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required • Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare • To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements. 	
	<p>b) Consequences</p> <p>Impact of work would be on student's lunches, problems quickly identified and easily remedied.</p>	
6.	RESOURCES	
	Kitchen equipment, crockery, cutlery.	
7.	WORK ENVIRONMENT	
	<p>a) Work Demands</p> <p>The work is subject to changing demands but does not impact on the overall tasks to be carried out.</p>	
	<p>b) Physical Demands</p> <p>Working with kitchen equipment may be required to lift heavy pans.</p>	

	<p>c) Working Conditions</p> <p>Working in a kitchen area on school premises in lit and ventilated environment.</p>
	<p>d) Work Context</p> <p>May be at some risk from use of equipment e.g. heat from ovens. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
8.	<p>KNOWLEDGE AND SKILLS</p> <p>Intermediate Food Hygiene Certificate. Relevant experience of working in a busy kitchen and cooking for large numbers of people. Staff supervision. Administrative skills.</p>
9.	<p>GENERAL</p> <p>The duties and responsibilities in this job description are not exhaustive. The postholder 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 postholder.</p>