

JOB DESCRIPTION

POST HOLDER	Cook
ACCOUNTABLE TO	Kitchen Supervisor (Instructions may also be received from the Site & Operations Manager, Head of Estates for the Trust, or members of SLT.)
DETAILS OF POST	<ul style="list-style-type: none"> • 21 hours per week over 3 days, term time only, plus 5 days • NJC Grade B1 Scale points 4 – 6 • Full time salary £24,404 - £25,183 per annum • Actual salary £11,886 - £12,266 per annum
JOB PURPOSE	Supporting the Kitchen Supervisor with responsibility for the day to day running of the kitchen and dining room including planning menus to meet recommended nutritional guidelines, taking into account promoting the health eating agenda for schools and abiding by agreed costing mechanisms.
MAIN DUTIES/KEY TASKS	<ul style="list-style-type: none"> • Responsible, with the Kitchen Supervisor, for the day to day running of the kitchen and dining room, covering her role in the event of her absence. • Responsible, with the Kitchen Supervisor, for planning menus to meet recommended nutritional guidelines, taking into account promoting the healthy eating agenda for schools and abiding by agreed costing mechanisms. • To prepare and cook meals, using fresh ingredients wherever possible, for pupils and staff, abiding by agreed costing mechanisms and within specified budgets. • To produce food choices that cater for special dietary needs for individual pupils and staff as required. • To carry out in-house training of the Assistant Cook, as required, improving job skills and encouraging development. • To ensure that the necessary standards of food hygiene are met in relation to statutory regulations, including the completion of all HACCP documentation. • To carry out internal checks against environment health inspection standards, following agreed procedures. • To liaise with pupils (via the school council), staff and parents, responding to their ideas for healthy and varied menus and assist the Facilities Manager with the publicity and promotion of the department. • To order commodities, take receipt of deliveries, manage stock levels and waste in line with agreed financial procedures and costing mechanisms. • To ensure that all equipment failures are reported for repair and that annual inspections are carried out when required.

	<ul style="list-style-type: none"> • To work safely at all times, ensuring high standards of food production, hygiene, storage and service are consistently maintained. • To work closely with the Catering Assistants and lunchtime supervisory staff to ensure a smooth and pleasant eating experience. • To undertake bi-annual appraisals of staff in line with the school's performance management policy. • To comply with the school's approved policies and procedures. • To promote a positive and supportive working atmosphere in the catering team. • To provide an efficient and polite service at all times and promote good customer relations. • To attend staff meetings or training courses necessary to promote good working practices within the team. <p>Other Responsibilities</p> <ul style="list-style-type: none"> • Contribute to the Catholic ethos of the school. • Comply with the school's approved policies and procedures. • Participate in and support the school's performance management process and attend any relevant training. • There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice. • <i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.</i>
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VARIATION IN ROLE

Given the dynamic nature of the role and structure of St. Mary's Menston, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Signed:	Date:
Name:	



ST. MARY'S
MENSTON