

Job Description

Head Cook

Job Title:	Head Cook
Scale:	H4
Responsible to:	Catering Manager Assistant Catering Manager Director of Operations

1 Purpose of the Job

To work as part of our Catering team alongside the Catering Manager and Catering Assistants.

To prepare, cook and serve food in liaison with the Catering Manager in accordance with the defined standards and quality. Working within guidelines regarding current Health, Safety and Hygiene legislation and Roundwood Park School's Health & Safety Policy.

To be customer focussed and to work within & assist with planning to ensure the unit works within the financial targets set.

To be responsible for all the hot meals/snacks prepared and cooked by yourself and the team liaising with the Catering Manager

To be involved in developing new exciting menu's (within budget) alongside the Catering Manager

To be responsible for, monitor and offer advice to staff and students regarding food allergies within ingredients/menus

2 Accountabilities

To prepare, cook and serve food to meet the specifications as defined by the school.

To include meeting the meal requirements of the customers, and any occasional special emergency and function catering.

To assist the Catering Manager to ensure effective promotion of the service.

To advise the Catering Manager on any food ingredients and/or basic items needed, and assist with menu choice.

To understand and work within set guidelines regarding current Health, Safety and Hygiene regulations and Roundwood Park School's Health & Safety Policy.

To assist with cleaning duties as required by the Catering Manager within the unit, including general washing up and clearing away.

To ensure we are accountable for our school waste and efficiency, make recommendation on how to reduce waste and where we can be more efficient in our practices.

To help with deliveries and stock rotation

To assist the Catering Manager with any "in house" training as and when required.

To complete all necessary records as appropriate.

To support the team in the use of tills to ensure fast service through the canteen

Customer Liaison

To ensure constructive and effective communication between the Catering Department and others.

Any other duties commensurate with your grade.