

Job Description

Job Title:	School Cook
Date last reviewed:	June 2024
Grade of post:	Grade 5 (SCP 5-7)
Location:	Cheney School
Line Manager:	Catering Manager
Disclosure Level:	Enhanced DBS

Job Purpose:

Catering Assistant is responsible for the following: assisting and supporting the catering manager in the provision of an efficient and effective catering service in accordance with healthy eating and DFE guidance. Assisting the catering manager in the planning, preparation, cooking, presentation and serving of meals and snacks within an agreed budget. Ensuring that food hygiene and health and safety regulations are in place and adhered to including the completion and recording of necessary checks. Other duties of an appropriate level and nature may also be required, as directed by the Facilities Manager and/or School Business Manager

Main Responsibilities:

- Assist in developing and maintaining a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- Assist in the organisation of catering staff workloads, including covering for absences and supervising as required.
- Research menus to reflect seasonal produce and school calendar events.
- Assist the catering manager in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- Prepare and cook meals and snacks to the required standard
- Ensure that food waste is correctly disposed of according to hygiene and health and safety regulations.
- Assist in the ordering of all commodities, receiving and checking deliveries.
- Ensure that all food delivered is handled and stored correctly, including the rotation of stock.
- Ensure that maintenance, service and deep cleaning requirements are carried out as necessary to ensure a clean, safe and workable environment at all times.
- Assist with cleaning tasks in catering areas.
- Maintain a high standard of food and kitchen hygiene.
- Ensure that equipment and appliance checks are carried out and recorded as required.
- Ensure that all temperature testing is carried out and recorded as required.
- Report any faults with equipment and appliances to the catering manager and make arrangements for repair as required
- Ensure that vending machines are maintained and filled as required.

- Assist in organising, preparing and carrying out special catering function work as required.
- Be prepared to work across all sites within the River Learning Trust

Administrative/Financial

- Assist the catering manager in sourcing suppliers following best value principles.
- Complete administrative duties to the required level of accuracy, including returns and reports.
- Assist with the financial procedures and activities of the catering service.
- Assist in the accounting for all monies according to procedure and audit requirements, including cash register operation and reconciliation.
- Assist in stock-take procedures as required.
- Input and extract information from the school's catering database system as required.

General

- Keep up-to-date with catering, food hygiene and health and safety developments and regulations.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.

General responsibilities as part of the Trust

- To support teaching and learning by providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Safeguarding Statement

Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.