**Links Multi Academy Trust**

**School Cook Job Description**

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| **Name:** | **Date:** |
| **Job Title:** School Cook | |
| **Job Purpose:** | |
| **Salary Grade: H4** | **Hours: Full Time** |
| **Line managed by:** | **Line manager for:** |
| **Job Description**  Purpose of the Role: To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals.  **Responsibilities:**   * Plan and prepare balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds, and costs and budgets * Prepare, cook and oversee the cooking of a range of food items. * Operate and ensuring maintenance of kitchen equipment, following training * Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times * Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.   **General:**  To take part in:   * Professional development training * School performance management process * Any other reasonable duties as requested by SLT.   *This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.*  *This role will be reviewed annually as part of the PMD process*  *The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.* | |

**EQUALITIES**

Be aware of and support differences and ensure that the academy’s equalities and diversity policies are followed.

**HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

**CRIMINAL RECORDS BUREAU**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of Hertfordshire County Council’s pre-employment checks. Please note that additional information referring to the Criminal Records Bureau is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

**ADDITIONAL INFORMATION**

The post holder is required to contribute to and support the overall aims and ethos of the Multi Academy Trust. All staff are required to participate in training and other learning activities, and in performance management and development as required by the Multi Academy Trust’s policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Behaviour management training and an induction process will be included for all staff. All staff will be trained through the Hertfordshire ‘Steps’ programme and this is integral in the support and management of the young people on site and in schools.

The post holder is required to work across all Multi Academy Trust sites.

**CONTACTS**

The post holder works directly with teachers, specialist support workers, instructors, support staff and young people and has routine and regular contact with parents and carers and with external agencies.