



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **JOB DESCRIPTION**

**POST TITLE:** Cook

**GRADE:** Band 5

**RESPONSIBLE TO:** Catering Manager

#### **Overall Objectives of the Post:**

Responsible for all aspects of kitchen organisation in order to provide a consistently high quality catering service.

#### **Key Tasks of the Post:**

- 1. You will observe health, safety and hygiene regulations. You will:**
  - Ensure that the kitchen cleaning schedule is adhered to effectively
  - Be responsible for maintaining the highest standards of food hygiene from receipt of raw goods to food service.
  - Be responsible for the health and safety of all catering employees and ensure that safe working practices are maintained.
  - Ensure that all paperwork related to hygiene is completed in accordance with the school's procedures e.g probe temperatures, fridge and freezer temperature recording, HACCP regulations.
  
- 2. You will train, develop and supervise a team of kitchen staff. You will:**
  - Train all kitchen staff commensurate with their normal activities, and encourage new skills wherever possible within the agreed staff budget.
  - Supervise all kitchen activities to ensure that the highest standards of customer care are consistently upheld.
  - Maintain manual and computerised records/management information systems
  - Allocate duties to kitchen staff and provide guidance and direction as required.
  - Undertake effective PDP interviews with kitchen staff and review in accordance with the school policy.

**3. You will provide a high quality food service to customers. You will:**

- Plan a menu mix to meet customers' expectations and ensuring that all customers have a choice of main course and sweet course (3 choices of each for secondary school customers).
- Ensure that portion control is adhered to by all staff.
- Promote healthy eating to all customers.
- Order and receive food and non-food stock in accordance with school procedures.
- Ensure that stock is stored safely and hygienically.
- Carry out food preparation to the highest standards and within required budgetary constraints.
- Provide medically prescribed diets to customers as required.
- Manage a cashless lunch payment system where required by the on-site client.

**4. You will market and promote the school meals service. You will:**

- Undertake promotional events e.g parent's visits, healthy eating initiatives, National School Meals Week or any promotion as directed by the school, in order to maximise meal uptake and raise the profile of the service.
- Provide any additional catering as required by the Headteacher e.g buffets, breakfast club, after school catering, summer schools.
- Ensure that the highest standards of customer care are upheld, including handling positive and negative feedback effectively and professionally.

**5. You will ensure that catering premises and equipment are maintained. You will:**

- Ensure that all catering equipment is maintained, and faults reported in accordance with school procedures.
- Report any necessary repairs immediately in order to maintain a hygienic and safe environment for food preparation activities.

**6. You will contribute to the economic development of the community. You will:**

- \* Support young people undertaking work experience programmes as requested.
- \* Support trainees wishing to undertake wok-based training within the catering industry.

**7. You will contribute to the health of customers. You will:**

- \* Promote healthier options at every opportunity.
- \* Market healthier options via effective display and merchandising.
- \* Ensure that healthier cooking methods are used at all times.

**8. You will assist in the school's Major Incident Plan. You will:**

- \* Be included in the MIP call-out list and assist with food preparation and related duties in the event of a major incident where emergency catering may be required out of normal working hours.

**9. You will assist the SLT to provide an excellent catering service. You will:**

- \* Be available to support the school share good practice across other kitchens, as directed by SLT.
- \* Arrange to redeploy any member of kitchen staff to an alternative workplace as directed.

\* Undertake any training as directed.

Report any necessary repairs immediately in order to maintain a hygienic and safe environment for food preparation activities

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: EHN

Date: March 2016