

**CHILDREN, ADULTS AND HEALTH**

**JOB DESCRIPTION**

**POST TITLE:** Head Cook

**GRADE:** Band 5

**RESPONSIBLE TO:** Head of Centre

**RESPONSIBLE FOR:** -

**Overall Objectives of the Post:**

Responsible for all activities in the kitchen and its surroundings connected with the provision of a catering service.

# Key Tasks of the Post:

1. ***Responsible to the Head of Centre for the overall performance of the following duties: You will:***
* Plan menus to ensure a sufficiently varied and nutritious diet for carrying out an outdoor education programme, within budget parameters.
* Order provisions, cleaning materials and essential PPE and check items received.
* Manage the Kitchen Staffing Rota to ensure all meals are covered appropriately and cost-effectively.
* Train and supervise Centre Assistants when they are working in the kitchen.
* Maintain agreed written policies/procedures for all food handlers for key hygiene and safety controls of the catering operation.
* Manage the catering provisions and cleaning materials budget, including use of Oracle online payment system.
* Be responsible for portion control.
* Set up appropriate tables in the dining room as required.
* Prepare and produce healthy food for a wide variety of clients.
* Manage food allergies/intolerances/other special diets and associated administration and training in accordance with South Tyneside Council procedures and legal requirements.
* Organise and supervise food service, with an emphasis on a friendly and helpful approach, having a high regard for customer service.
* Control all hygiene, and health and safety practices and procedures in the kitchen and dining area, adhering to the relevant legislation and maintaining accurate up to date HACCP Food Safety Management Information.
* Co-operate with teaching / supervisory staff over the safe supervision of pupils during mealtimes.
* Secure the kitchen and its surroundings, paying particular attention to the correct and hygienic storage of equipment and foodstuffs.
* Ensure that centre kitchen equipment is maintained, meets any relevant inspection process and service/maintenance records are kept up to date.
* Assist in any general duties necessary for the smooth running of the residential centre. This may include basic maintenance tasks, such as painting and decorating, in the quieter winter season.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

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: AD’A/CL

Date: 9.04.21