



# PHILIP MORANT

SCHOOL & COLLEGE

## Job Description

POST TITLE:	Cook
SALARY SCALE:	Band 2 mid point to whole band (range being 5 to 6)
HOURS:	30 hours per week for 39 weeks (9.00 am to 3.30 pm Monday to Friday)
LINE MANAGER:	Catering Manager
LIASON WITH:	Other catering staff and school staff
MAIN JOB PURPOSE	To provide a safe and high quality food and beverage service within a catering outlet.

### Main Duties

- Preparation, cooking and service of food and beverages to the standard required.
- To organise the receipt of food and drink from the main kitchen.
- Assist in the planning of menus and follow menu plans agreed with the Catering Manager .
- To manage stock control of all food and drink.
- To ensure that food production is sufficient for the service and also manage wastage within the operation.
- Introduction and promotion of new food products.
- To occasionally assist with special functions which may be outside of normal working hours.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound personal hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- Ensure the cleaning schedule is implemented, and documentation is completed.
- Adherence to Food Safety control procedures, recording and evidence of documentation.
- To be aware of all allergens and be able to give students information about products.
- Demonstrate good standards of customer care.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To advise the Catering Manager of any issues relating to the Catering operation.

### Other Duties

- Participate in any necessary training, team meetings and performance management systems as required to complete job responsibilities
- To follow the guidelines on 'Safeguarding Children' published by the DfES and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To carry out any other reasonable task as required by the school.