

Job Description

Post Title: Head Cook

Responsible To: Headteacher, Office Manager

Purpose of the Job

To organise and supervise the catering establishment in accordance with and to the standards required by the school and statutory regulations. To be responsible for the preparation, cooking and service of food. To ensure that efficient and economic use is made of all resources.

Duties and Responsibilities

Meal planning and provision

- To plan, operate and control the production and service of food related duties.
- To plan school dinner menus inline with the catering budget, government guidelines and legislation on nutritional standards
- To take responsibility for the standard of cleanliness and hygiene of the school kitchen
- To order all food and other commodities required from designated suppliers
- Manage food stocks to prevent shortages or excess supply and adhere to the catering budget
- Cater to special dietary requirements and ensure that allergy information is effectively communicated and labelled
- To produce termly catering reports for the Extended Schools Committee
- In conjunction with the Headteacher, assess and adjust levels of staffing and to participate where required in the selection and appointment of catering staff.

- To organise and manage the work of the catering team to ensure efficiency and high quality food
- To prepare and manage the duty rota, delegate tasks appropriately to staff and ensure the smooth running of the team
- To ensure correct procedures are followed in the handling of cash where appropriate.
- Carry out performance management duties and make sure all the staff in the team have relevant, required training
- To control and assist with any other catering functions.

Health & Safety

- To maintain school and LA standards of kitchen and personal hygiene, health and safety and operate to the standards required by the statutory Health & Safety & Hygiene Regulations. This will include the dining and serving area.
- All employees are expected to show a responsible attitude to health and safety issues and have due regards for their personal safety and that of others.
- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- To report all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform

General

- To undertake training commensurate with the post.
- To assist teaching and other staff to ensure that the aims and objectives of the school are met.

- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Signed:..... Date:.....

Person Specification

criteria	qualities
Qualifications and training	<ul style="list-style-type: none"> • Level 2 or 3 Food Safety and allergen certificate (or NVQ equivalent) • Level 1, 2 or 3 cookery qualification (City & Guilds or NVQ equivalent) • GCSE or equivalent level in English and maths

Experience	<ul style="list-style-type: none">● Previous catering experience of working as a chef preferably within school, high volume restaurant or contract catering environment including:<ol style="list-style-type: none">1. Line management and supervisory experience2. Experience of menu planning and pricing3. Experience of recording and managing stock● Experience working with young people
Skills and knowledge	<ul style="list-style-type: none">● Experience and passion in producing food of a high quality● Knowledge of legislative requirements for:<ol style="list-style-type: none">1. Working in industrial cooking2. School catering3. Allergen and dietary legislation● An understanding of the routines and challenges of catering in a school environment● Good literacy and numeracy skills● Good organisational skills● Ability to multitask and work effectively in a stressful environment● Excellent management and teamwork skills● Excellent customer service skills

Personal qualities	<ul style="list-style-type: none">● Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff● Down to earth and willing to work well in a team● Commitment to promoting the ethos and values of the school● Commitment to maintaining confidentiality● Commitment to safeguarding pupil wellbeing and equality● Resilient, positive, forward looking and enthusiastic about making a difference to children and young people
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