



Post:	Cook Supervisor
Salary:	Grade D Points 6-9 £25,989-£27,254 FTE pro rata Actual Salary £22,050 - £23,123 37 hours per week, Term time + 1 Week = 38 weeks per year
Responsible to:	Head of Catering

All staff of Kings Priory School should:

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

Purpose:

Prepare, cook and serve school meals and manage the efficient running of a school catering operation to deliver a quality food service in. Leading the catering team to adhere to legislation and organisational guidelines, policies and procedures, client specifications and budgets. Meeting Ofsted inspection requirements is also key to the role, working closely with the Head of Catering to ensure a whole school approach to healthy eating. The role involves running an operation with prescribed menus and the ideal candidate would contribute to future menu development, design and marketing. The Cook Supervisor should be familiar with the School Food Plan and the requirements of the food-based standards and guidance.

Main Duties

Food preparation and cooking

Use skills, knowledge and techniques to prepare high quality, nutritionally sound food. Learn the organisation's recipe and menu specifications. Know when menus can be altered, adapted or developed to meet school and pupil needs. Prevent food waste by careful preparation and planning. Have a keen interest on trends in food and drink service, and ways to develop and cost both menus and dishes to incorporate them. Understand the importance of providing and maintaining high standards in a school catering operation.



Know how to prepare and display food and beverages to maximise sales and maintain the quality of products during its shelf life in line with the organisation's requirements/policy. Understand the principles of merchandising and how to present available food and beverages and service information that is appealing to pupils.

Customer and Services

Know the customers (e.g. pupils, parents and the school), how to market the service and why it is important to engage with stakeholders.

Understand why having food and beverages ready in good time to the required standard is critical to a positive meal experience for pupils.

Know the requirements of the school, including meal number targets, and how the catering operation must meet these.

Nutrition Allergens and Dietary Needs

It is paramount to have an understanding of the 14 known allergens. and how to ensure pupils with allergies are not exposed to these. Know how to prepare a menu containing healthy balanced meals in line with the food-based standards and guidance. Understand how to ensure the kitchen team meet these standards and why this is important to pupils. Know how to identify and what to do to adapt menus to meet dietary, religious and other requirements.

Health, Safety and Hygiene

Understand how to manage food safety systems in line with current legislative requirements. Identify problems as they arise and report accordingly. Know what to look for in ingredients and resources and how to handle and store them to maintain quality. Know how to, and the importance of, risk assessment, and what the health and safety requirements, responsibilities and accountabilities are for the role and working environment.

Team work, leadership and culture

Understand the importance of teamwork to achieve high standards, a productive team and a harmonious working environment. Know the importance of open communication with the whole team and be a confident leader.

Motivate, support and instruct the team to achieve a high standard of service.

Understand the key legislative requirements and initiatives driving operations, standards and quality in school catering, e.g. food-based standards and guidelines, school food plan and how these can best integrate into our catering operation.

Understand the principles of team work and managing the engagement and motivation of teams to achieve the objectives of the school catering operation. Know the importance of continual professional development and where to source opportunities. Understand the organisation's human resource policies and procedures- e.g. induction, team development and training.

Stock, orders cost and finance

Know the organisation's policies and procedures for sourcing food, beverages, disposables and cleaning supplies. Know the importance of working within budget when ordering. Know the principles of effective stock control and how



they work in own organisation. Know the financial procedures for income and expenditure in the organisation.

Technology

Understand how technology is used by the business to support the delivery of products and services. Expand and further develop the app-based technology in place to improve customer service and increase sales.

Know the types of sensitive data required for children in the dining area, for example: children's personal details or medication.

Safeguarding and Confidentiality

Know the school's safeguarding policies and procedures, how to identify and report potential safeguarding concerns. As a member of the Woodard Academies Trust team you may also be required to attend meetings. Duties may vary according to the needs of the school to which the Catering supervisor is deployed.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.