

Role	School Cook
Responsible To	Principal

Purpose of the job:

The aim of this post, in common with all others, is to sustain and improve the quality of education offered within the school.

The Cook works to support the ethos of the school and deliver a high quality food and menu service during term time.

Principal Responsibilities:

1. Food preparation

- Maintain the efficient and economic production of quality food in the school.
- Prepare, cook and serve hot lunches for children, young people, staff and visitors, as and when required, including food for celebrations and special occasions.
- Provide for special dietary requirements, and take into account the preferences of the students.
- Ensure waste is controlled with regard to preparation and cooking.
- Manage and control all food, to include; ordering, receiving and checking stock, and closely monitoring portion control.
- Ensure that the Kitchen is open and closed at the required times and secured when not in use.

2. Communication

- Liaise with the School Office Manager when planning and costing menus in order to provide a balanced nutritious diet, making the best use of locally available fresh foods.
- Liaise with staff, students and parents about the food on offer, seeking their feedback and incorporating their ideas into menu plans.
- Establish good relationships with all stakeholders ensuring that good food is consistently part of the offer available at Highgate Hill House School and that no-one is left out or feels that their needs are unmet.
- Plan and prepare refreshments for staff and student meetings including buffets.
- Maintain accurate records of food supplies and freezer/fridge temperatures.
- Ensure stock rotation — request stocks and check deliveries; check and value stock as required
- Be an appropriate role model of reliability, behaviour and appearance.

3. Training and Development

- Ensure that only staff who have completed a basic food hygiene certificate course are involved in handling and delivery of food.
- Maintain and improve professional knowledge and competence.
- Attend mandatory training days/courses, on or off site, as and when required.

4. Health and safety

- Maintain the highest standards of health, hygiene and safety in the kitchen and dining areas.
- Ensure routine day to day as well as specialised cleaning of kitchen equipment, work surfaces, kitchen floors and storage areas.
- Ensure that routine data is collected as required and that all daily checks, including temperature control during production, preparation, service and storage are carried out properly.
- Immediately report all accidents, near misses, damage/breakages and any illness of an infectious nature to the School Office Manager.
- Actively assist in ensuring a five star food hygiene rating.
- Ensure all crockery and equipment is cleaned and stored appropriately, and that the overall cleaning of the kitchen and the dining area is carried out effectively.
- Ensure that kitchen equipment including sharp objects are used safely and stored securely (knives to be secured in a locked box).
- Ensure that children and young people do not have access to the school kitchen or its equipment (equipment that is suitable for children and young people is provided separately).
- Report to the School Office Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
- Promote safe working practice in Catering Department.

5. General

- Maintain high standards of personal and professional conduct, ensuring the good reputation of the school at all times.
- Ensure that all information of confidential nature gained in the course of duty is not divulged to third parties.
- Follow the school absence policy notifying the Headteacher as soon as possible of your inability to report for duty, and also on your return to work from all periods of absence.
- Ensure the security of the school is maintained at all times.
- Adhere to all school policies and procedures within the defined timescales.
- Ensure all equipment is clean and well maintained.

- Carry out any other tasks of a similar level that may be reasonably assigned to you.
- Comply with any reasonable request from the School Office Manager or Head teacher

Person Specification:

Essential	Desirable
<ul style="list-style-type: none"> • Certificate in food hygiene • Ability to plan and cook meals for around 50 people with a variety of dietary requirements • Excellent personal hygiene • Professional standards of food hygiene • Excellent communication skills • A wish to offer all children and young people choice and good food • Positive attitude • An awareness of child protection and safeguarding procedures • An understanding of children with special educational needs and disabilities (SEND) • Commitment to equality, diversity and inclusion • Demonstrates respect, honesty, kindness, creativity and independence • Approachable and flexible • A common sense approach • Must be able to work on own initiative The ability to organise workload and multi-task • The ability to work without direct supervision • The ability to work as a member of a team • Excellent attendance and punctuality • Driven to continuously improve • Interested in the work of the school 	<ul style="list-style-type: none"> • NVQ level 2 in Catering & Hospitality • Ability to train others in food hygiene • Certificate in First Aid • Certificate in Health and Safety including Knowledge of COSHH regulations, safe storage and working practices • Experience of delivering a catering service in a school • Completed a qualification in child protection and safeguarding Completed training on SEND An awareness of trauma informed practice

Minimum Training

The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken:

- Health and safety
- Fire safety awareness
- Food Hygiene
- Child protection and safeguarding

As the Exceptions (Amendment) Order 1986 to the Rehabilitation of Offenders Act 1974 applies to this position, the postholder will be requires to apply for an Enhanced Disclosure from the Disclosure & Barring Service.

The applicant must have a legal right to work in the UK and if successful, can produce appropriate documentary evidence to prove this.

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

Reviewed February 2024