

Job Description

Cook

Job Category: Support Staff

Reports to: Headteacher

Line manages:



Purpose of the Role

Under the general direction of the Headteacher, be responsible for the school kitchen including the preparation, cooking and serving of meals, supervision of staff, menu planning, ordering supplies and completion of daily and weekly returns.

Key Duties and Responsibilities

- Working within a defined budget, decide on appropriate menus, prepare and cook meals in accordance with School Food Standards.
- Assist the Headteacher in ensuring that a high standard of health and safety and hygiene is maintained within the kitchen.
- Supervision of all staff employed in the kitchen.
- Assist with serving meals.
- Order supplies, ensuring adequate stocks of food are maintained.
- Completion of daily and weekly returns and maintenance of records as appropriate.
- Ensure that kitchen equipment is adequately maintained, reporting items for repair as necessary.
- Day to day supervision of kitchen staff, oversee quality of work and ensuring the hygiene standards are met and maintained.
- Undertake other duties from time to time as are reasonably required.

General

- The postholder is expected to fully engage with the Trusts performance management process.
- To demonstrate the core values of the school and Trust at all times.
- To attend staff meetings and Trust-based INSET as required.
- The postholder is required to carry out the duties in accordance with our Equal Opportunities policies.
- The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
- To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Signed: _____ Date: _____

CIT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and an enhanced DBS disclosure check. Applicants will also be subject to a Social Media presence check.