

## Milton Keynes Council – Role Profile

Role Title: **Cook L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0790**

Grade: **F**

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### Purpose of job

- To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of multi-choice meals.
- Prepare menus and supervise catering staff

### Key Objectives

1	Plan and prepare balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their medical needs, cultural and religious backgrounds, costs and budgets.
2	Prepare, cook and oversee the cooking of a range of food items
3	Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
4	Organise and manage the work of other kitchen staff, including ensuring they have been adequately trained.
5	Monitor order and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required. Ensure hygienic storage in accordance with domestic and catering standards
6	Ensure security of the kitchen including freezers, stock cupboards etc
7	May be required to cater for functions
8	May be required to handle cash

*Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.*

### Scope

- Supervise or line manage a team of catering staff.
- Reconcile cash taken at meal times.

- Standing for periods of time whilst preparing, cooking and serving food; involves carrying weights, such as saucepans, food containers.
- Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.

### **Work Profile**

- Work in accordance with catering procedures and involves short and medium term planning (for example multi-choice menu planning, catering themes for term, food ordering) and responding to equipment breakdown or supplier issues.
- Cater for functions.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required
- Contribute to the overall ethos/work/aims of the school
- Attend relevant meetings
- To maintain confidentiality

### **Other information**

Milton Keynes Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.**

# Person Specification

Skills and Knowledge			Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>	A Application I Interview T Testing R Reference
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>	
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>	
<b>Qualifications</b>	City and Guilds or NVQ 3 in professional cookery or equivalent		X	A
<b>Skills / Experience</b>	Experience in supervision of catering staff		X	A
	Experience of school kitchen management		X	A
Competencies			Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>	A Application I Interview T Testing R Reference
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>	
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>	
<b>Planning and organising work</b>	Menu planning, advance purchasing and storage, team rosters, managing absences	X		I,R
<b>Planning capacity and resources</b>	Purchasing and maintaining appropriate stocks; managing equipment maintenance and cleaning	X		I,R
<b>Influencing and interpersonal skills</b>	Team leader	X		I,R
	Influencing healthy choices		X	I,R
<b>Using initiative</b>	Dealing with routine issues and problems without recourse to senior school management		X	I,R
<b>Working independently</b>	Making decisions in relation to menus, purchasing, personnel etc independently		X	I,R
<b>Managing people</b>	Ensuring efficient teamwork in a busy kitchen	X		I,R
<b>Managing resources</b>	Stock control		X	I,R
	Budget control		X	I,R
<b>Managing risk</b>	Awareness of all relevant regulation and legislation in relation to food preparation and serving. Health and safety in the kitchen	X		I,R
<b>Managing oneself</b>	Awareness of opportunity for self-improvement	X		I,R

