

Job Description

Job Title	Cook (Maternity Leave)
Responsible to:	Principal, Bursar and Cook Supervisor
Salary Scale	Point 11-13 on the NJC Scale (pro rata)
Hours of Duty	8:00am- 2:30pm, Monday to Friday

Qualifications and Experience

Essential

- Applicants must have City & Guilds 706/1 and 706/2 or equivalent, or
- City & Guilds 706/1 with one years' experience in a large scale catering establishment

Preferred

Two years' experience as a Cook in the School Meals Service or in a large scale catering establishment (period of temporary experience will count)

Knowledge, Skills, Personal Qualities

The successful candidate will be required to demonstrate:

- Good organisational skills
- Ability to work as part of a team
- Knowledge of an ability to comply with the relevant legislative requirements

Job Purpose:

- To assist in all activities concerned with the preparation and cooking of meals.
- Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the cafeteria.

Duties and Responsibilities

- Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate)
- To assist with:
 - (a) Record keeping
 - (b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - (c) The direction and/or shared supervision of other employees.
- To undertake operational control of service points including transported meals.
- Associated administrative duties as required which may include assistance with:
 - (a) The planning of meals.
 - (b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - (c) General kitchen management
 - (d) Shared supervision of other employees.

(e) Training of staff.

(f) Operating Cashless System

- General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
- (a) Assist in the promotion of the service to parents, senior management and customers to increase the uptake of meals.

(b) To help with special functions from time to time, some of which may occur outside and during normal working hours.
- Securing of premises as required.
- Duties as delegated in connection with service provision.
- To ensure the statutory regulations and school policies regarding Health, Hygiene and Safety are in place.

General Conditions

- All duties must be carried out to comply with
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (b) Codes of Practice.
- All duties will be carried out in the working conditions normally inherent in the job.
- All necessary administration must be completed as required.
- Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

This job description is intended to give the post holder an appreciation of the role envisaged for the Cook and the range of duties. It does not attempt to detail every activity.

The post holder may be expected to carry out other duties as directed from time to time by the Principal and School Bursar