



## **Southwick Community Primary School**

### **Job Description – Cook in Charge**

**Hours:** 30 hours per week-term time only.

**Pay scale:** Grade 4- SCP 22.

**Reports to:** Community Manager/ Head Teacher.

**To begin:** 7<sup>th</sup> November or as soon as possible after that date.

#### **Summary of the Job**

We are looking for a motivated and committed Cook in Charge for our school kitchen. The successful applicant will demonstrate a passion and flair for food and be creative, forward thinking and keen to assert their professional style. They will inspire the kitchen team by example, helping them to broaden their culinary awareness and abilities and thereby improve service standards and quality of product.

The school operates a term-time only kitchen which caters for approx. 400-425 people on a daily basis with a variety of dietary requirements.

The successful applicant will possess a proven track record within a school kitchen and hold a relevant professional qualification. They will also be able to demonstrate administrative and line management competencies within a similar catering environment with experience of online procurement and IT proficiency.

#### **Outline of Main Duties**

- Plan and prepare lead a team of kitchen staff in the preparation, cooking and serving of school meals, whilst at the same time meeting the highest standards of hygiene and cater to a variety of dietary requirements.
- Develop systems of operation that make the most efficient use of human and material resources.
- Foster team-building, commitment, and pride in the service offered.
- Assess and select the most appropriate menus providing tasty and nutritious meals within nutritional and dietary guidelines.
- Ensure, by talking to them and helping them, that pupils make informed choices.
- Take a highly visible role in the preparation, cooking and serving of the meals.

- Ensure expenditure is kept within authorised budget limits by completing weekly financial returns, stock sheets, periodic stock taking.
- Ensure Health and Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment.
- Carry out regular checks of kitchen equipment e.g., mixers, fryer, utensils, work surfaces in accordance with specified procedures to ensure all equipment is hygienic and safe working order and complies with relevant regulations. Notify School Community Manager if equipment is not working or is faulty.
- Organise and undertake on the job training for all kitchen staff to ensure high standards of food hygiene and quality of supplies are maintained.
- Liaise with outside agencies i.e., Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained.
- Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
- Comply with Health and Safety, Fire Regulations and other policies.

**Applications submitted by:** 26<sup>th</sup> October to Reception in school office (no forms to be submitted electronically)

**Interviews:** w/c 31.10.16