

Job Description

Job Title	Cook
Location/Base	Hardwick Green Primary Academy
Accountable for	Food Service Assistants
Reporting to	Group Manager / Academy Business Manager

1. Job Purpose

As Cook you will be responsible for ensuring a high quality, customer focused catering service is delivered to pupils, staff and visitors to the school.

You will be responsible for the preparation and service of food and assist with menu planning, weekly bookwork, ordering of supplies and stock control.

In addition to providing the service on a day to day basis, you will be involved in organising theme days and other events to promote and develop the service.

You will be responsible for carrying out all aspects of management with employees to include training, guidance and support, manage staff absence, disciplinary investigations and appraisals.

Ensure all staff duties and tasks are completed to the highest standard of hygiene, health and safety in food production and service areas to comply with company policies and procedures.

2. Main duties:

- Food preparation and production ie. Main meals, desserts, Jacket potatoes
- Ensure all service of meals to staff and pupils are on schedule.
- Organising staff work and cleaning schedules/rotas.
- Organise prep and production, Sandwiches, vegetables, Jacket potatoes, salads etc..
- Ensure all cleaning of kitchen and food service areas, including equipment is completed
- Receipt and safe storage of deliveries.
- Ensure effective waste management
- Preparation, delivery and service of hospitality as and when required.
- Maintaining the general tidiness and organisation of food service areas, "Clean as you go policy"
- Display daily/weekly menus
- Observing and enforcing all food hygiene policies, procedures and documentation (HACCP)
- Ensure adequate food/disposable/cleaning materials are ordered as and when required
- Responsible for completion of daily/weekly and period end bookwork within deadlines
- Complete 4 weekly stocktake
- Any other duties or tasks as required by the service or Group Manager

3. Working as part of a Team

- Share information, working practices, skills, experiences with colleagues
- Listen and be open to the views of others
- Actively work to develop and maintain positive relationships with people
- Develop a working environment and culture which actively improves the Health and Safety and security of self, people and their belongings
- Attend and contribute to staff meetings on a regular basis

4. Staff Supervision and Support

- Provide supervision and support to food service assistants and colleagues as required
- Conduct monthly staff training briefs or any company mandatory training.
- Participate annually in identifying and agreeing your team's development plans with your line manager through annual appraisal.
- Comply with all Mellors Catering Services policies, procedures and protocols.
- Pay regard to materials and equipment.
- Seek advice and support from Team Leader whenever necessary.
- Maintain a professional appearance.
- Ensure corporate work wear supplied by Mellors Catering Services is only worn at work, and manage no jewellery policy
- Create and maintain effective working relationships.
- Willing to be supervised
- Required to wear uniform as per company guidelines

5. Financial Responsibility

- Adherence to menus, recipes and methods
- Menu planning in conjunction with School Food Standards
- Complete daily/weekly bookwork and stocktakes
- Manage and monitor portion control and reduce food waste
- Follow the procedure for receipt of goods, reporting of shortages and recording of waste

Additional Responsibilities

Safeguarding

All staff members have a duty to report any concerns they have about the safety or wellbeing of pupils, staff and adults within School, as well as members of their families, including children.

Employees should be aware of their roles & responsibilities to both prevent and respond appropriately to abuse. They should undertake the safeguarding training required for their particular role.

Health and Safety

All employees have a responsibility under the Health and Safety at Work Act 1974 for their own health, safety and welfare and to ensure that the agreed safety procedures are carried out to provide a safe environment for other employees and anyone else that may be affected by the carrying out of their duties. All staff have a responsibility to identify and report risks, hazards, incidents, accidents and near misses promptly, in accordance within our Health and Safety Policy. All staff must be familiar with emergency procedures in their workplace.

Customer Care

Mellors Catering Services are committed to providing the very best of homemade food and delivering a Focused service to our customers. All staff employed within the organization are expected to treat pupils and staff with respect at all times during their contact throughout services we provide.

PERSON SPECIFICATION

POST TITLE: Cook

GRADE: H (SCP 23 -25)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> Food Hygiene Certificate NVQ Level 1 or 2 in food preparation/cooking or equivalent 	<ul style="list-style-type: none"> NVQ Level 3 in supervisory management or equivalent
EXPERIENCE:	<ul style="list-style-type: none"> Recent and relevant catering experience Staff supervision Cooking for similar numbers Menu planning and ordering provisions within budget allocation Experience of working as part of a team 	<ul style="list-style-type: none"> Experience of catering for school children Experience of catering for special diets
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> The operation of catering equipment/machinery The ability to communicate with children and adults Good record keeping and administrative skills An extensive knowledge of catering practices Knowledge of COSHH and Health & Safety regulations The ability to work to deadlines Be able to use own initiative and work as part of a team Knowledge of children's dietary requirements and healthy eating Be able to motivate and supervise staff Ability to work unsupervised and to produce healthy, nutritious meals 	

PERSONAL ATTRIBUTES:	<ul style="list-style-type: none">• Pleasant and friendly manner• Reliable• Professional approach• Self motivated• A commitment to working as part of the whole school team and supporting the vision and aims of the school	
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