



## **BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

### **JOB DESCRIPTION**

**POST TITLE:** Cook

**GRADE:** Grade 4

**RESPONSIBLE TO:** Headteacher/Catering Manager

#### **Purpose of Job:**

1. To meet agreed financial targets as a minimum.
2. To ensure the provision of services to the City Council.
3. To achieve agreed Key Performance indicators.

#### **Principle Responsibilities:**

4. To supervise all relevant personnel within the catering operation.
5. To complete all relevant administration, purchasing, stock control, staff rotas and financial processes in accordance with council procedures and standing orders.
6. To prepare and produce relevant food and beverage in line with customer requirements and legislation.
7. To pro- actively work in partnership with all stakeholders to promote healthy eating and sales.
8. To ensure that the correct audit and financial procedures are completed.

#### **Main Duties:**

9. To prepare and produce a choice of meal to the agreed standards, of customer requirements and legislation.
10. To ensure good kitchen practices and cooking methods are observed.
11. To organise and liaise with the Customer and Catering Manager in relation to catering for special occasions and liaise with the Specialist Dietitian for all dietary requirements.
12. To maintain a high standard of personal and kitchen hygiene.
13. Responsible for the supervision, motivation, performance and development and discipline of relevant employees, in accordance with the procedures of the organisation.
14. Undertakes to collect, balance and prepare banking of all monies and associated purchases where appropriate in accordance with Council procedures.
15. Complete induction training with relevant staff and liaise with the Catering Manager and Human Resources Manager in relation to the identification and delivery of on-site training.
16. Complete and comply with all administration processes, maintain training, cleaning and financial records and ensure compliance with procedures.

17. Ensure all defects in plant and equipment are reported and recorded in accordance with procedures.
18. Plan the menu choice to achieve the required financial targets in consultation with the Catering Manager giving due regard to customer demand, quality and portion control.
19. Complete an accurate and timely stocktake and provide the Catering Manager with regular trading information to an agreed timescale.
20. Maintain good communication links and working relationships with all staff and customers and ensure that the appropriate customer complaint/compliments procedure is observed.
21. Ensure that the policies of the venue and legislation are implemented with regard to menu choice, selection and meal provided to a customer.
22. Actively promote meal up take through the preparation, production and presentation of all foods to the highest standard.
23. Ensure that the outlet complies with ISO9001 :2000 Quality Standard in accordance with the Catering Services Operational Processes Manual.
24. The post holder must wear the appropriate uniform as provided and where applicable.
25. Undertake management duties on a rotational basis within any other area of the catering organisation as deemed commensurate with the grading of the post.

The Postholder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.

The Postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the School/Council.

The Postholder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of School/Council records and information.

The Postholder must carry out his or her duties with full regard to the School's/Council's Equal Opportunities Policy, Code of Conduct, and all other School/Council Policies.

The Postholder must comply with the School/Council's Health and Safety rules and regulations and with Health and Safety legislation.