

JOB DESCRIPTION



Job Title: School Cook

Responsible to: Headteacher / Board of Trustees

Purpose:

To lead and deliver a high-quality, nutritious and safe food service for children and young people, in line with the statutory School Food Standards, food safety legislation and Tyne and Wear Learning Trust policies and procedures.

To promote pupils' health and wellbeing through nutritious, varied and appealing meals that meet individual dietary requirements, while maintaining high standards of food preparation, hygiene, allergen management and service and supporting the catering team to deliver an efficient and welcoming service.

Key Duties and Responsibilities

- To take responsibility for the planning of meals within the statutory School Food Standards, nutritional and dietary guidelines, including appropriate portion control, ensuring meals are cooked and served in a timely manner and to an exceptional standard.
- To ensure the provision of safe, well-balanced and nutritious meals at designated times, providing appropriate choice and meeting the dietary, medical, cultural and religious requirements of pupils and other service users.
- To lead and assist with the cooking and serving of meals and cleaning of the kitchen area, as appropriate, in order to provide an effective and high-quality service.
- To comply with all work-related policies, procedures and food safety requirements and to maintain high standards of health, hygiene and safety throughout the catering service.
- To ensure that all food preparation, cooking, cooling, storage, reheating and service is undertaken safely and in accordance with current food safety legislation, the Trust's food safety management system/HACCP procedures and relevant policies.
- To ensure that required food safety monitoring and records are completed accurately, including temperature controls during production, preparation, service and storage, cleaning and sanitation checks, stock checks and any required corrective actions.
- To manage and control all food, including receiving and checking stock, ensuring appropriate storage and stock rotation, checking equipment and materials are used correctly, monitoring portion control and minimising food waste.
- To manage and direct the day-to-day work of the catering team and provide effective supervision to ensure the service performs to an appropriate high standard.
- To develop the catering team, as required, including induction, appraisal, training and mentoring.
- To ensure the safe management of food allergens within the catering service, in accordance with current food information and allergen legislation, including requirements relating to prepacked for direct sale (PPDS) food (commonly known as Natasha's Law), maintaining accurate and up-to-date allergen information and identifying the presence of the 14 regulated allergens.
- To ensure appropriate procedures are followed to prevent allergen cross-contamination and to provide safe meals for pupils and other service users with food allergies, intolerances, medical, religious, cultural or other dietary requirements.
- To ensure that any changes or substitutions to ingredients are checked for allergen, nutritional and dietary implications before food is prepared or served and that relevant information is communicated to appropriate Trust staff.
- To immediately report any food safety or allergen incident, near miss or concern in accordance with Trust procedures.

- To oversee and complete relevant administration and paperwork duties, including ordering, stock taking, menu planning, allergen information and other records required to support the effective operation of the catering service.
- To immediately report all accidents, near misses, damage or breakages to the appropriate line manager.
- To liaise with outside agencies, including Environmental Health Officers and suppliers, as appropriate, to ensure high standards of food hygiene and quality of supplies are maintained.
- To actively contribute to maintaining high standards of food hygiene and food safety and to support the Trust in achieving and maintaining a high food hygiene rating.
- To attend relevant training sessions and undertake appropriate professional development to ensure that you are fully equipped to perform your role effectively, including food safety, allergen management and safeguarding training as required.
- To cater for other Trust extended services, as required, such as day care and out-of-school clubs.
- To ensure the security of kitchen and storeroom areas is always maintained and that food, equipment and other resources are stored safely and securely.
- To comply with any reasonable request from the appropriate line manager to undertake work of a similar level that is not specified in this job description.
- To adhere to existing working practices, methods and procedures, undertake relevant training and development activities and respond positively to new and alternative systems.
- To cooperate with Tyne and Wear Learning Trust in complying with relevant legislation, policies and procedures in the performance of the duties of the post.
- To maintain confidentiality, comply with data protection requirements and respect the privacy of children, parents/carers, staff and other Trust stakeholders.
- To be aware of and comply with Trust policies and procedures relevant to the role.
- To be courteous to colleagues and provide a welcoming environment to pupils, parents/carers, visitors and other Trust stakeholders, maintaining a professional standard of demeanor and dress.

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

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by Tyne and Wear Learning Trust

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Tyne and Wear Learning Trust's records and information.

The post holder must carry out their duties with full regard to Tyne and Wear Learning Trust's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other policies.

The postholder must comply with Tyne and Wear Learning Trust's Health and Safety rules and regulations and with Health and Safety legislation.