



ST MICHAEL & ALL ANGELS C. E. (FOUNDATION) PRIMARY AND PRE-SCHOOL

TITLE	Cook-in-Charge
GRADE	Scale 4 (pt 7-9) £17,990 - 19,175 (Actual salary)
HOURS OF WORK	The period of employment relates to 28 hours 45 minutes per week, term time only (8.00 am – 1.45 pm each day) plus 5 days
ENTITLEMENT	The school will provide a uniform (polo shirt, tabard) and safety footwear as required.
FUNCTION	To manage and deliver a high-quality, nutritious, and safe catering service in line with the school's vision and values, meeting the diverse needs of pupils and staff.
RESPONSIBLE TO	Directly responsible to the School Leadership Team
SUPERVISORY RESPONSIBILITY	To lead, guide, train, and provide clear instructions to catering staff to ensure efficient and effective service delivery.
OBJECTIVES OF POST	<p>To plan, prepare, and serve high-quality, nutritious, and varied meals for pupils and staff, catering to diverse dietary needs.</p> <p>To maintain impeccable standards of hygiene, cleanliness, and safety within the kitchen and dining areas, adhering to all relevant health and safety regulations.</p> <p>To develop menus that comply with national food standards guidelines, are cost-effective, and appeal to our pupil population.</p>
RANGE OF DUTIES	<ul style="list-style-type: none">• To ensure the smooth operation of the kitchen, maintenance of due diligence procedures and the associated paperwork.• To prepare the dining area for service which may include moving and/or setting up furniture and trolleys, cleaning and putting away.• To create exciting and innovative menus.• To actively encourage the pupils to enjoy a well-balanced diet and make sensible choices.• To prepare and serve all meals, and to cater for all allergy and dietary requirements.• To prepare packed lunches for school trips when necessary.• To keep records of food stock and equipment.• To keep within set budgets.

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- To ensure the kitchen and equipment within it is thoroughly cleaned.
- To serve meals, ensuring it is presented well.
- To label all foods in line with statutory requirements.
- To offer induction and training to staff.
- To organise, lead and supervise staff.
- To attend parent's evenings, school functions and any other school events to encourage use and awareness of the service as required.
- To implement and monitor the Governments Food Based Standards and record Allergen information for menus to comply with EU Food Information Regulations.
- The post holder must be willing to undertake any training relevant to the post of School Cook and be actively involved in the training and development of all other kitchen posts.

Health and Safety

- Control of Food Hygiene, HACCP and Health and Safety, COSHH, Fire Regulations and Security within the kitchen area.
- Maintain good standard of hygiene in the kitchen.
- Promote the safety and welling of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education and our school's Child Protection policy.
- Act in accordance with the School's Health and Safety policy in order to responsibly protect the health and safety of all staff.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.
- Always offer a warm welcome to parents and visitors to the school.
- Be able to deal with enquiries and telephone calls in a pleasant and encouraging manner.
- Demonstrate excellent interpersonal skills and the ability to work as a member of a team.
- Liaise with external agencies, for example, suppliers, ensuring cooperation between each service and the school
- Undertake any other duties appropriate to the grade of the post as required by the School Business Manager or Headteacher.
- Support the vision and values of the school and ensure that they are followed by pupils in line with school policy

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The above list is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Safeguarding Requirement: All successful applicants will be required to obtain and present an Enhanced Disclosure and Barring Service (DBS) certificate. The certificate must be presented to the designated staff member within 7 days of receipt.

This Job Description will be reviewed on an annual basis or at any other time requested by the Headteacher.

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ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
KNOWLEDGE & SKILLS	<p>Level 3 Food Hygiene and Safety in Catering Qualification. Knowledge of current food legislation in regard to food hygiene, allergen labelling and health and safety in the workplace. Able to prepare, cook and present food to meet quality, cost and food and health and safety standards. Able to plan, manage and organise own workload and that of a small team. Able to keep accurate records. Able to adhere to the schools' policies and procedures with particular reference to Child Protection, Safeguarding, Equal Opportunities, Health and Safety and support the ethos of the school.</p>	Recognised First Aid qualification.	<p>Application Form Interview References</p>
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	Willingness to undertake relevant professional development and training opportunities.	Previous child protection training/safeguarding	<p>Application Form Interview Certificates</p>
EXPERIENCE	Proven experience in preparing and cooking meals for large groups in an educational, industrial, or similar catering environment.	<p>Experience working within a busy school kitchen environment. Experience working with primary school-aged children. Experience in promoting or marketing catering services.</p>	<p>Application Form Interview</p>
PERSONAL ATTRIBUTES, INITIATIVE & CIRCUMSTANCES	<p>Flexible, adaptable, and able to respond effectively to changing demands. Positive, calm, and enthusiastic demeanour.</p>		<p>Application Form Interview</p>
PERSONAL ATTRIBUTES, INITIATIVE & CIRCUMSTANCES	<p>Ability to prioritise workload. Able to work on own initiative. Flexible to meet the demands of the role. Ability to work under pressure and meet deadlines. Willing to participate in further training and development activities.</p>		<p>Application Form Interview</p>

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