

Grading

Job Description and Employee Specification

<u>Job title:</u> Cook (Primary School)	<u>Service area:</u> Economy & Environment
<u>Post number:</u>	<u>Division:</u> Public Protection
<u>Grade:</u> 5	<u>Section/team:</u> Catering & Cleaning
<u>Overall purpose of job:</u> Responsible for all activities in a smaller kitchen and its surrounds connected with the provision of a catering service. Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main responsibilities:</u> 1. Ordering of food, menu planning (either set or choice) and portion control. 2. Food preparation and cooking. 3. Provision of special dietary meals. 4. Control of hygiene, health, safety and security in the kitchen. 5. Supervise kitchen staff. 6. Operational control of service points including transported meals. 7. Ensure kitchen equipment is maintained. 8. Maintenance of records. 9. Routine administration duties. 10. Collection and reconciliation of cash and cheques received.	

Job Description and Employee Specification**Knowledge, skills and experience:**

- City & Guilds 706/1 or equivalent or extensive experience in the School Meals Service.
- Supervisory Skills.
- Communication skills at various levels from young children through to Divisional Manager. Extra communication skills required with statemented children.
- Basic Food Hygiene Certificate.
- Health & Safety awareness.
- Manual Handling.
- Technical knowledge of equipment.
- Good levels of literacy.
- Ability to correctly maintain all relevant records which are required for the running of the kitchen e.g. ordering and stock taking, food temperature taking and recording, checking accuracy of time sheets.
- Numerate – perform calculations involving ratios to establish the correct amount of produce for number of portions required.
- Ability to handle cash.

Creativity and innovation:

- Create menus/choices of food to suit the requirements of the customers within the parameters laid down by the Divisional Manager including cost limits.
- Ensure food is presented attractively for customers.
- Use produce most efficiently e.g. burgers packed in 48's, fish fingers in 60's, so meals have to be tailored to use whole packs of produce.
- Design meals to suit specific dietary requirements, e.g. dairy food or nut allergies and diabetics.
- Create meals suitable for senior citizens meals on wheels if necessary.
- A caring attitude must be adopted at all times in particular when dealing with young children.
- Interpersonal skills.

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- Communication skills used with, for example, suppliers, head teachers and parents.

Contacts and relationships:

- Colleagues constantly to ensure smooth working practices.
- Area Supervisor regularly for decisions above cook's level of responsibility e.g. ordering equipment.
- Area Catering Manager as required to deal with more serious problems.
- Customers (e.g. pupils) daily.
- Suppliers regularly to order and receive goods and sort out any problems.
- Head Teacher as necessary in respect of school related matters, e.g. disruption to the planned serving of school meals as in the case of a whole class out for the day.
- External groups, e.g. WRVS regarding meals on wheels.

Decision making:**Faulty Produce**

Decisions required to determine whether produce should be rejected to reduce the possibility of food poisoning.

When deliveries are made, decide if use-by date is acceptable and ensure that stock is rotated correctly to reduce the waste of produce.

Ensure that all staff work within guidelines or if not, decide on appropriate corrective action to avoid possibility of accidents with all the disruption that can be caused.

Food Safety

Ensure that all staff work within food hygiene guidelines or if not decide on appropriate corrective action.

Financial

Observe customer usage and decide if change of number of portions of a particular meal is necessary.

Decide on the best method of covering for absence i.e. allocation of those hours to existing staff or selection of casual staff from standing list.

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Responsibility for resources:

- All items of fixed equipment e.g. oven, deep fat fryer, mixer, are used, cleaned and maintained correctly.
- All tools used by the cook e.g. sharp knives and graters are used, washed and stored correctly.
- All stock and cleaning equipment.
- Cash and cheques.
- Kitchen security.
- The responsibility is continuous

WORK ENVIRONMENT

Work demands:

- Preparing and serving meals daily.
- There also may be special events such as sports day when lunches must be ready early or Christmas dinners which take longer to prepare and serve.

Physical demands:

- Standing, lifting and walking.

Working conditions:

- School kitchen.

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Position in organisation:

Indicate how many staff the post is directly accountable for:

Are posts in more than one location? Yes ☐ No ☐

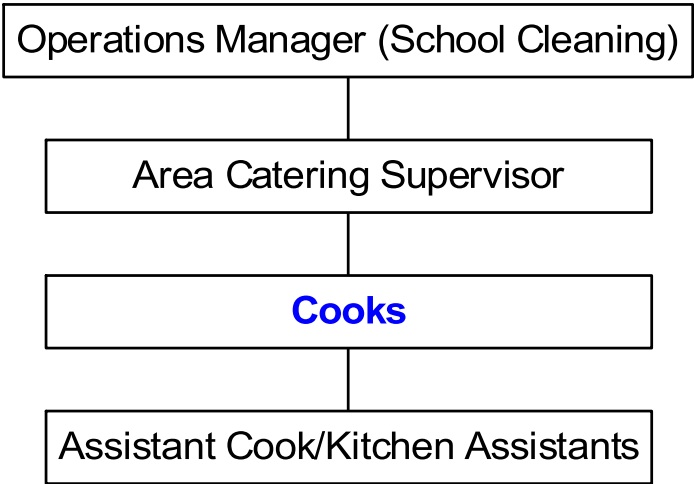
Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No ☐

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

Position in organisation:



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Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
• Extensive catering experience • Setting up and cleaning away of equipment • Experience of cash handling • Experience of supervising staff • Good communication skills at various levels from young children through to Divisional Manager. Extra communication skills required with statemented children. • Numerate – perform calculations involving ratios to establish the correct amount of produce for number of portions required. • Good levels of literacy	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Application form (follow up at interview)
• City & Guilds 706/1 or equivalent or extensive experience in the School Meals Service. • Manual Handling Certificate. • Basic Food Hygiene Certificate	
Working Arrangements	Interview
• Able to work within the specified times.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
•	
Knowledge, Skills and Experience	Interview
•	
Education, Training and Qualifications	Original documents
• Willing to obtain Manual Handling Certificate.	
Working Arrangements	Interview
• Able to be flexible and work additional hours if required	

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THE POST IS SUBJECT TO:	
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974	
Yes ✓	No ☐
Political restriction	
Yes ☐	No ✓
The ability to speak fluent English under the Immigration Act 2016	
Yes ✓	No ☐

• Version Control	
Author	HR Policy Team
Status	V0.1
Date approved	19 September 2012
Last updated	21 December 2021