Job Description

Job Title: School Cook – Term Time Only

Department: School

Salary Scale: Grade 3 Level 2 £9.01 per hour

Hours of work: 30 hours per week, Monday to Friday 9am-3pm

Job Purpose:
The Cook is required to organise the day to day running of the kitchen. To plan and prepare menus and meals for the pupils (Secondary and Primary) and staff. The food should be planned with consideration to specific dietary needs and must reflect the cultural needs of the pupils, parents and staff. Emphasis must be placed on using fresh food wherever possible and planning ahead in order to maintain variety.

Duties and responsibilities:

All staff employed by the Trust have an individual responsibility for promoting and safeguarding the welfare of the children/young people and vulnerable adults that they are responsible for, or come into contact with.

1. To plan and prepare menus in advance that are approved by Head of School or Deputy in their absence
2. The meals planned should be based on fresh ingredients where possible and should be healthy and nutritious, ensuring that all food groups are included.
3. To liaise with parents and key persons regarding pupils with special dietary requirements and prepare meals to meet these needs to ensure inclusive practice.
4. To ensure the menu reflects the range of cultures from which the pupils come.
5. To provide, when requested, appropriate meals to celebrate any religious or special occasions.
6. To deliver the meals to the Primary School, and collect container’s etc the following day
7. To wash up after meals times, and sterilisation of utensils.
8. To ensure that all equipment is in working order and is safe to use, where necessary notifying the line manager or maintenance team.
9. To ensure that the kitchen has a high standard of hygiene, in accordance with Health & Safety and Food Hygiene regulations and to report any concerns to Line Manager.
10. To budget the cost of providing meals and to ensure that this is within the budget allocated for this purpose. To be responsible for ordering/buying the food and equipment required for meal preparation. The purchasing must be in line with company suppliers lists. A continuous method of stock rotation must be established and maintained.
11. To regularly evaluate service provided through pupil, staff and parent consultation, maintaining records as appropriate.
12. To take the lead responsibility and undertake research to ensure that current legislation and guidelines are implemented and adhered to.
13. To further develop knowledge and understanding of food allergy and dietary requirements, and liaise with outside agencies as necessary.
14. To attend planning and team meetings and receive training as and when required.
15. To contribute to the development of healthy eating policies.
16. To participate in the Trust’s performance management scheme.
17. To undertake personal professional development and training as appropriate.
18. To assist with organising and running community events in Balsall Heath as appropriate.
19. To participate in the supervision process including the Probationary Review.
20. To undertake any other duties commensurate with the role and responsibilities of the post as agreed with your Line Manager.
21. To be familiar with and uphold the policies and procedures of the Trust especially those relating to Health and Safety, Equalities, Data Protection and Safeguarding.

Supervision received: Head of School
Supervision exercised: Apprentices, Volunteers
# PERSON SPECIFICATION

**METHOD OF ASSESSMENT (MOA)**
- A = APPLICATION FORM
- I = INTERVIEW
- T = TEST

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<tr>
<th>CRITERIA</th>
<th>ESSENTIAL</th>
<th>MOA</th>
<th>DESIRABLE</th>
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<tr>
<td><strong>EXPERIENCE/KNOWLEDGE</strong></td>
<td>Substantial experience working in a similar role, preparing food in a volume/commercial environment</td>
<td>A/I</td>
<td>Knowledge of Safeguarding and Child protection procedures</td>
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<td>Knowledge of special dietary needs (i.e. food intolerance)</td>
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<td>Knowledge of nutritional requirements</td>
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<td>Experience of budget handling/monitoring</td>
<td>A/I</td>
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<td><strong>SKILLS AND ABILITIES</strong></td>
<td>Good timekeeping</td>
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<td>Maintain a high standard of personal &amp; general hygiene in line with school regulations</td>
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<td>Menu Planning</td>
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<td>Effective written and verbal communication skills</td>
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<td>Willingness to work flexible hours when necessary</td>
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<td><strong>QUALIFICATION S/TRAINING</strong></td>
<td>Level 2 Certificate in Food Hygiene</td>
<td>A/I</td>
<td>Recognised Catering Qualification</td>
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<td>Willingness to undertake Continued Professional Development</td>
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<td><strong>EQUALITIES</strong></td>
<td>Understanding of, and commitment to equality of opportunity and the ability to apply this</td>
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<td><strong>FURTHER REQUIREMENT</strong></td>
<td>It is essential that all candidates are deemed suitable to work with children and/or vulnerable people.</td>
<td>I</td>
<td>Full clean driving licence</td>
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