



### JOB DESCRIPTION

#### SCHOOL COOK

#### Scale 5

#### Point 8 to 11

#### 30 hours per week/38 Weeks Per Year

**Reports to:**

Head Teacher  
Catering Manager/Line Manager

**Responsible for:**

Kitchen staff during agreed mealtimes and liaising with other catering staff/suppliers

**Particular Duties:**

**To assist with the provision of a high quality food and beverage service**

This to include:

- To cook and provide service of food and beverages to the required standard in line with Schools Food Standards and any other legislation.
- To follow menu plans agreed with the Catering Manager for meal times
- To deputise for the Catering Manager, as required.
- To take responsibility for the supervision of other kitchen staff when required.
- To assist the Catering Manager with the preparation of menu plans.
- To ensure staff absences from are reported in line with School Absence Procedures.
- To liaise as appropriate regarding staff cover.
- To follow the menu and recipes agreed.
- To occasionally assist with special functions which may be outside of normal working hours.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To assist with the issue and recording of catering supplies as required.
- To assist with the operation of daily kitchen routines and procedures.
- To report immediately any accidents, or food hygiene irregularities and take such action as may be appropriate or possible.

**General duties**

- To participate in the Appraisal and review process, taking responsibility if required for training of staff in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

**NOTES**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

**Agreed by:** ..... (Postholder)

..... (Postholder – Print Name)

**And:** ..... (Headteacher)

**Date:** .....

**Updated Sept 2021**

