

## **JOB DESCRIPTION**

<b>Job Title:</b>	Cook in Charge 30 hours per week, term time only
<b>Grade:</b>	Grade 4(scp 12-17)
<b>Job Location:</b>	Mill Hill Primary School
<b>Responsible to:</b>	Headteacher
<b>Line Manager:</b>	School Business Manager
<b>Working Hours:</b>	8.00am – 2.00pm
<b>Responsible for:</b>	Day to day operation and management of the school kitchen

### **Purpose of Job:**

- To effectively manage the catering provision at Mill Hill Primary School, ensuring high standards of the school are met.

### **Principal Responsibilities**

- To manage the day to day operation of the school kitchen
- Planning, preparation, cooking and presentation of food meeting high expected standards of the school
- To operate control procedures and keep records ensuring food and premises comply with legislation.

### **Main Duties**

- To plan, operate and control all aspects of the production and service of food related duties to an agreed budget.
- To plan and cook daily meal numbers in line with parental orders from the online ordering system – Parentpay.
- To manage effectively and take responsibility for all members of kitchen staff.
- To order all food, sundries and other commodities required from nominated suppliers.
- To operate and control stocks and stock records
- To ensure correct completion of all appropriate returns and records
- To operate an effective day book
- To maintain Mill Hill Primary School standards of personal and kitchen hygiene, food safety and health and safety, and to operate to the standards required by statutory regulations.
- To display all statutory notices appropriately.

- To take all necessary action, statutory or otherwise, in the event of accident or injury.
- To support the induction and assist in training of kitchen staff.
- To ensure that portion control is monitored to the required standard.
- To take responsibility for the standard of cleanliness and hygiene of premises and equipment to the required standard including the prompt cleaning of all spillages.
- To assist with the set out, clear away and storage of dining furniture where applicable.
- To assist with the periodic clean of dining furniture.
- To inform school/management of any defects in light and heavy equipment.
- To promote a professional attitude and relationship with the school and all stakeholders including management, whole school staff and children.
- To take responsibility for ordering of provisions for after school club and breakfast club and to ensure the out of school clubs adhere to all required standards

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 assist in the coordination of all tasks in conjunction with both the Line Manager and also the other part time Site Supervisor.

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The Post holder must comply with the Council's Health and safety rules and regulations and with Health and Safety legislation.

Name of Author: LE/NJ  
Date: July 2021

Signed \_\_\_\_\_ Date \_\_\_\_\_