



Smithy Bridge Primary School

A FOUNDATION PRIMARY SCHOOL

Headteacher: Jane E George, B. Ed, M. Ed

Deputy Headteacher: Mark Brown, B.Sc. PGCE



Job Description

Job Title:	Cook
Grade	Smithy Bridge Pay range (APT & C Grade 5 Scale point 22 -25) <i>(The School is currently undertaking a Pay & Grading Review therefore the grade of this post may change.)</i>
Salary:	Actual £16277 - £17850
Responsible for:	Managing the school kitchen & the production of school meals
Hours of Duty	33.75 per week 7:00 am to 1:45 pm
Any Special Conditions of Service:	<ul style="list-style-type: none">• The postholder will be required to attend occasional meetings and participate in training as required• Occasional evening or weekend duties• The school operates a Smoke Free Policy for all its employees and applies to any building and associated grounds.• Annual Leave – Term Time Only – this post is employed on a Term Time only basis and therefore staff are required to be in school during school term. There is no further annual leave.
Values and Behaviours:	<ul style="list-style-type: none">• Valuing our stakeholders & clients• Focusing on families and the needs of the children• Acting with integrity• Using time and money wisely• Working together• Always learning and improving
DSB Disclosure Level:	Enhanced

Smithy Bridge Primary School is committed to safeguarding and promoting the welfare of children and young People and expects all staff to share this commitment.

Purpose and objectives of the job

1. To undertake the preparation, cooking and service of all meals & snacks to a high standard – including Breakfast & Afterschool Club(s) provision.
2. To effectively manage the catering facilities at Smithy Bridge School, involving provision, preparation, cooking and serving of meals to the required needs of the pupils, staff and visitors
3. To ensure all menus meet the national dietary requirements and that staff are able to help children make good, healthy meal choices.
4. To ensure that the operational and financial requirements of the Head Teacher are met, while promoting the school ethos, toward pupil care and well being
5. To contribute to and support policies which maximise income and improve service, and implement these as agreed with the Head Teacher

Control of resources

Personnel

- a. Ensure good day to day management and supervision of kitchen staff
- b. Effectively manage the standard of work of kitchen staff
- c. Ensure that all employees have been trained in key areas to meet the requirements of the unit.

Financial

- a. To monitor and control school financial targets within the unit
- b. Work with the Head Teacher to ensure that financial benchmarks are achieved
- c. Maintain an accurate inventory of kitchen equipment and resources and advise the School Bursar of replacement needs
- d. Assist the finance administration staff in accurate record keeping

Equipment/Materials

- a. The efficient and effective use of stores, materials, and other supplies, and advising the Bursar of stock levels as necessary.
- b. Ensure the correct use and storage of food and equipment in line with relevant guidelines
- c. To ensure the receipt of stores materials and other items in connection with the service
- d. To ensure all equipment is properly maintained

To adhere to the school's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety Policy and procedures and current legislation

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality & Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:

- a. Interact positively and equitably with pupils, staff and parents to promote good relations
- b. Ensure that communication to staff is conducted in a professional manner

External:

- a. Interact effectively with contractors, clients and customers to ensure a positive ethos for the school
- b. Ensure that the school's commitment to public service orientation and care of customers is provided.

Responsibilities

The Postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

Principle duties

4. Preparation of food and beverages for Lunchtime, Breakfast and Afterschool Club(s)
5. Planning Menus and overlooking the preparation of food
6. Directing Kitchen Staff in food preparation, serving and cleaning
7. General Kitchen & dining room duties, (i.e. washing up, setting up and clearing away equipment and tables)
8. To be responsible and ensure that the hygiene, health & safety, and QA procedures are complied with in the unit
9. To provide menus that ensure compliance with the National Nutritional Standards, monitoring the standards, identifying and implementing improvements (including and special dietary requirements of pupils)
10. To ensure that lunchtime in the school hall runs efficiently and to time with children and staff receiving a high quality meal and the hall being ready for lessons in the afternoon by 1:30 pm
11. To promote healthy eating practices in the school, including input into the school curriculum

12. To monitor waste and production control
13. To ensure the correct storage and use of all food materials
14. To be responsible for key holding and kitchen security
15. To assist the School Bursar in the preparation of an annual budget plan
16. To assist in the monitoring and controlling of the finance performance of the unit, meeting financial targets
17. To produce orders and maintain stock levels to meet production needs and promote school catering
18. To be responsible for energy management in line with school budget headings
19. To maintain receipt of stores, materials and other items in connection with the service
20. To maintain manual and computerized records and returns
21. To provide an analysis report for the Head teacher and Governors on nutritional balance and uptake of meals
22. To be responsible for good customer care by all catering staff
23. To ensure complaints raised by pupils, staff and parents are investigated and remedial action taken

Secondary Duties

1. To administer relief staff for the catering operation
2. To work with a senior member of staff to conduct performance appraisal with kitchen staff
3. To ensure all related documentation is completed accurately and punctually
4. To ensure there is continual contact with Head Teacher and end users of service provided
5. To liaise with Head Teacher regarding any special functions and out of term requirements
6. To lead with general kitchen and cleaning duties
7. To report accidents and near misses using school health and safety procedures
8. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Head Teacher (or nominated representative) in consultation with the post-holder and if he/she wishes with his/her trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____