

# ST. MARTIN'S PREP SCHOOL

## SCHOOL COOK JOB DESCRIPTION



### Job Role

The School Cook will work as part of a small team to cook nutritious and delicious lunches for our pupils, catering for a variety of dietary requirements.

The working hours are 7.45am - 2.30pm, Monday - Friday, Term time only.

Competitive Salary

### Main Duties & Responsibilities

Purpose: To provide a high standard of cooking: creating healthy and tasty meals, catering to a variety of dietary requirements

Responsible to: Headmistress

#### Main Responsibilities

- Be responsible for ensuring a consistent and high standard of cooking, including food preparation, cooking, presentation and serving.
- To meet daily deadlines of food.
- To provide meals for those with dietary requirements and allergies.
- Maintain temperature control standards of all food
- Liaise with the Assistant Cook and other members of staff as required to ensure the provision of lunch operates smoothly.
- To plan meals and order food and ingredients in a timely manner, monitoring stock and meeting delivery of orders, promptly storing them.
- To work with the school council and Senior Leadership Team to design menus.
- To plan and prepare a daily afternoon fruit snack for our Early Years pupils.
- Ensure Food Hygiene, Health & Safety, quality and general procedure compliance.
- To ensure the cleanliness of the kitchen area by promptly cleaning food areas and equipment.
- Work as part of a team and support other members of the school team to meet standards and school objectives
- Report any Health and Safety issues to the School Caretaker and Headmistress
- Plan, prepare, present and serve refreshments as and when required for pupils and adults, including visitors.
- Empty food waste and rubbish into the main bins outside to be collected
- Flexible and adaptable to perform any other duties as required

## Person Specification Knowledge & Experience

- Knowledge of Food Hygiene and Health & Safety Regulations as they relate to operations.
- Knowledge of cleaning best practises
- Knowledge of Safeguarding and Child Protection
- Experience of working as a cook or within a kitchen
- Experience of cooking to a high volume is desirable
- A minimum of L2 Food Hygiene certificate
- Further cooking qualifications are desirable

## Personal Attributes

- Willingness to perform any other duties as required
- Willingness to take personal responsibility for standard of work carried out.
- Willingness to participate in further training and development opportunities offered by the school, to further knowledge
- Willingness to maintain professionalism and confidentiality on all school matters
- Work as part of a team
- Enthusiatic and Pro-active

## Skills

- Ability to work effectively and supportively as a member of the school team
- Ability to work in an organised and methodical manner
- Ability to act on own initiative, dealing with any unexpected problems that arise
- Ability to demonstrate commitment to Equal Opportunities
- Being physically capable
- Communication, maths and reading
- Efficiency and discretion
- Honesty and integrity
- Motivation and flexibility
- Respect and professionalism
- Time management and multitasking
- Understanding and following safety rules
- Understanding and carrying out set tasks
- Understanding of health and safety regulations

