

Job Description

Job Title: Cook in Charge

Reporting to: Head Teacher

Responsible for: Kitchen assistant

Scope & General Purpose:

To develop & maintain an efficient & effective catering service. To provide a consistently high standard of service to the school.

Principle Duties & Responsibilities:

Collaborating with the School, the Cook in Charge would be responsible for the following areas of work:

1. To assume responsibility for the control and operational management of the catering service and have the vision and flair to set the highest standards in educational catering.
2. To ensure that the service provided is the most efficient and economic and is operated in line with the school policies as specified by the Head teacher.
3. To ensure that the catering services are of the highest standards using fresh ingredients, to develop and create nutritious exciting menus. Menus must be compliant with the Food Based Standards for School Food and EU Food Information Regulations.

Particular responsibilities to include:

1. Recruitment, induction, and training of staff.
2. Organisation and supervision of staff and staffing levels.
3. Menu and function development to create exciting, innovative menus, portion control, food ordering and cleaning materials within an agreed costing with the Head Teacher.
4. Production of a full range of meals and provision of packed lunches for school trips. Including catering for governors and school functions.
5. Record keeping of food stocks, money, equipment, and cost control.

6. Control of Food Hygiene, HACCP and Health and Safety, COSHH, Fire Regulations and Security within the kitchen area.
7. Operational control of service points, promoting the service with, imaginative marketing, to all current and potential customers.
8. Ensuring that equipment is maintained and safe to use.
9. Work to budgets and set targets.
10. Market and develop the service to encourage greater uptake. Organising a marketing and promotional package dedicated to the school in conjunction with the school curriculum.
11. Implement and monitor the Governments Food Based Standards and record Allergen information for menus to comply with EU Food Information Regulations.
12. To be actively involved in the school council and healthy school policy.
13. To develop and maintain the highest level of contact and communication with the Head Teacher, Teaching Staff, Governors, Pupils and Parents.
14. To plan and hold regular meetings with the Kitchen staff and all parties mentioned above.
15. Attend parent's evenings, school functions and any other school events to encourage use and awareness of the service as required.
16. Be confident in the use of electronic equipment – till operation and cash handling procedures, where applicable. Online food ordering.
17. The post holder must be willing to undertake any training relevant to the post of Cook in Charge and be actively involved in the training and development of all other kitchen posts. Actively encourage the pupils to enjoy a well-balanced diet and make sensible choices.

Miscellaneous:

At the discretion of the Head Teacher the post holder will be required from time to time to perform other duties not specifically mentioned herein which are in accordance with the general level of the post. In addition, the duties of the post may be varied to meet changing circumstances.

Experience / Qualification:

It is essential that the post holder should have relevant experience in the Catering Industry i.e. City and Guilds 706/1 and 706/2 or NVQ 2 and NVQ 3 /4 in food preparation, also Level 3 in Food Safety or equivalent.

This Job Description is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties as flexibility in meeting School and customer needs is required by all employees.

I confirm that I have read and agreed this job description explaining the main duties of my job.

Signed :..... (Job Holder)

Printed Name..... Date:.....

Signed :..... (Manager)

Printed Name..... Date:.....

Updated January 2025