Job Description

LONGNOR CE PRIMARY SCHOOL

POST TITLE:	Cook in Charge (Primary)
GRADE:	5
SALARY RANGE:	Point 6-7, £13.05-13.26 per hour
HOURS OF WORK:	10 hours – 8.30am-1.30pm - 2 days per week - term time only + 2 PD days (Open to job share opportunities)
POST STATUS:	Fixed Term until 31st August 2027

INTRODUCTION

Vision and Values - Our Vision – 'Together, we inspire a lifelong love of learning'

At Longnor CE Primary School, we provide pupils with the foundations of knowledge for life-long learning. Through a creative and inspiring topic-based curriculum each individual is supported to confidently achieve their best.

GENERAL INFORMATION

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

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Key Responsibilities

- 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
- 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
- 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

2. Main Duties

- Menu and function development to create exciting, innovative menus, portion control, food ordering and cleaning materials within an agreed costing with the Head Teacher
- Production of a full range of meals and provision of packed lunches for school trips. Including catering for governors and school functions
- Record keeping of food stocks, equipment, and cost control
- Control of Food Hygiene, HACCP and Health and Safety, COSHH, Fire Regulations and Security within the kitchen area
- Ensuring that equipment is maintained and safe to use
- Work to budgets and set targets

- 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
- Implement and monitor the Governments Food Based Standards and record Allergen information for menus to comply with EU Food Information Regulations
- To be actively involved in the school council and healthy school policy
- To develop and maintain the highest level of contact and communication with the Head Teacher, Administrators, Teaching Staff, Governors, Pupils and Parents
- To partake in regular meetings with the admin staff and all parties mentioned above
- Be confident in the use of electronic equipment: online food ordering
- The post holder must be willing to undertake any training relevant to the post of Cook in Charge and be actively involved in personal training and development. Actively encourage the pupils to enjoy a well-balanced diet and make sensible choices

3. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures

4. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures

5. Other Duties

- Any other duties that the Headteacher/ Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified

6. Review and Signatures

- This job description is subject to review by the Headteacher/Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements

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 above.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

"This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post."