



JOB DESCRIPTION

JOB TITLE: COOK



JOB PURPOSE:

The purpose of this job is to prepare and cook all meals and snacks for pupils, staff and visitors, meeting all specific dietary requirements. The job holder is also responsible for all stock control and overseeing the successful operation of the kitchen.

RESPONSIBLE TO:

Head of School and Trust Business Manager

PRINCIPLE DUTIES:

- Prepare daily menus
- To keep kitchen clean and hygienic
- Maintain stock control
- Receive and check deliveries
- Ensure kitchen equipment meets minimum safety criteria
- Keep kitchen records e.g. cleaning, COSHH, risk assessments
- Meet with manager, clients and other members of staff when required

GENERAL ACCOUNTABILITIES

Levels of Responsibility:

Delivering daily menus for clients, incorporating all specialist dietary requirements.

Liaise with internal members of staff with regards to the provision of specialist dietary requirements.

Responsible for stock control for the service to operate effectively, including ordering stock, cancelling services, ordering additional supplies as well as resolving supplier problems e.g. late delivery, goods not as ordered, failure for delivery and returning goods below standard.

Limited decision-making opportunity exists within the role. Activities are governed by statutory requirements, guidelines and procedures.



Registered Office: Pilton Bluecoat Academy, Abbey Road, Barnstaple EX31 1JU T:01271 345952

Mr Ian Thomas – Executive Headteacher

COMPANY REGISTRATION NUMBER 8110847

**Effects of Decisions:**

Decisions will affect the achievement of the menu decisions ensuring the correct numbers of meals can be prepared and dietary and special requirements will be adhered to.

Resources:

Responsible for proper and safe use of kitchen equipment

Work Demands:

Some interruptions within the role but the majority of these can be scheduled to minimise any major impact upon deadlines.

Deadlines must be adhered to as clients require meals at set times.

Some changes to menus may be required at short notice linking to health of clients or additional provisions which were unforeseen.

Interruptions may occur due to failure of equipment, if not checked and monitored by the Cook on a regular basis.

Physical Demands:

The majority of the day will be spent standing.

Other physical demands of the job include crouching, lifting, cleaning, stretching, and awkward positions.

Working Conditions:

In the kitchen environment the cook may be subjected to:

- Heat and humidity – general kitchen environment
- Cold – frozen food and rotating food within freezers
- Noise – kitchen equipment

Work Context:

Some hazards from kitchen equipment and through general nature of job e.g. potential harm from boiling liquids, cleaning chemicals

Knowledge and Skills:

- Basic level of food hygiene/health and hygiene certificate
- Allergen awareness training
- COSHH regulations
- Health and Safety regulations
- Nutritional needs and requirements
- NVQ2 or equivalent pertinent to the role