

## Primary Advantage Federation - Job Description

<b>Job Title:</b>	Cook Supervisor
<b>Reports To:</b>	Cluster Finance & Admin Manager, Headteacher
<b>Salary:</b>	Scale 5, Points 12-15

### **Purpose of the post**

- To plan a varied menu that meets the needs of the service users and school food standards.
- To effectively manage meal services times.
- To maintain high standards of cleanliness and hygiene in the kitchen area.
- To complete related paperwork and maintain this to a high standard.
- To manage the ordering processes and maintain this in line with a delegated budget.
- To carry out the day to day supervision of the catering team.

### **Main Responsibilities**

#### **Management & Supervision**

- Work as part of a team and contribute to the work of the unit.
- Assess and adjust levels of staffing in accordance with the requirements of the service.
- Participate in the selection, appointment, induction and training of catering staff.
- Be responsible for the welfare of the unit's staff and to monitor their performance and assist with the organisation of support and training.
- Plan and prepare staff task lists and rotas.
- Ensure that all sickness records are maintained and monitored in accordance with procedures.
- Submit unit timesheets weekly.
- Liaise with the appropriate manager to deal with unsatisfactory performance and conduct of staff.
- Ensure that accidents and 'near misses' are reported, investigated and the necessary action is taken.

#### **General**

- Provide meals of a high standard for service users.
- Undertake regular menu-planning ensuring that there is variety in the chosen meals and portion control is maintained.
- Prepare meals to meet specific dietary and cultural requirements.
- Ensure freezer and fridge temperature logs are maintained on a daily basis.
- Be responsible for the monitoring of food hygiene and safety measures.
- Check supplier delivery notes against orders and report discrepancies.
- Undertake monthly stock checks, maintaining food stock levels, checking dates and managing excess food items.
- Order groceries as required and other supplies according to the menu.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Ensure records are maintained in line with relevant policies, procedures and health and safety requirements.
- Take part in meetings and training organised in the unit.

#### **Conduct**

- To set standards of polite, honest and friendly behaviour to colleagues.
- To deal with pupils, parents, visitors and staff in a polite, professional and friendly manner at all times.

**Other Responsibilities**

- Take part in the school's performance management system.
- Attend governing body meetings if required.
- Attend and promote Healthy Eating at whole school parent events/evenings.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

**Note**

This is not an exhaustive list of the duties and responsibilities of the post. This job description is a guide to the basic requirements of the role at the date of production. The duties may change over time as requirements and circumstances of the setting change. The person in the post may also have to carry out other duties which fall within the paygrade of the post as may be necessary.

Date of issue: \_\_\_\_\_

Name of post holder: \_\_\_\_\_

Signature of post holder: \_\_\_\_\_

Signature of Headteacher: \_\_\_\_\_

## Person Specification

	Essential	Desirable
<b>Qualifications (holds at least one of the following)</b>		
1. Foundation certificate in food Hygiene.	✓	
2. NVQ in food preparation and cooking.	✓	
3. City & Guilds 706/1 and 2 or NVQ 2/3	✓	
4. Level 2 Food Safety in Catering (from a recognised examining body)	✓	
5. Level 3 Supervising Food Safety in Catering (from a recognised examining body)		✓
<b>Experience</b>		
6. Experience of catering.	✓	
7. Previously managed or assisted in running own catering unit.	✓	
8. Experience of training staff in basic kitchen skills.	✓	
9. To demonstrate culinary expertise and creativity	✓	
<b>Knowledge</b>		
10. Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	✓	
11. Knowledge of current Government standards for school meals		✓
<b>Skills</b>		
12. Ability to communicate clearly at all levels.		
13. Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.	✓	
14. Good IT skills, especially Microsoft Word and Excel.	✓	
15. Able to use and clean machinery and light equipment.	✓	
16. Demonstrate a willingness and enthusiasm for training and progression.	✓	
17. Able to encourage children to select a balanced meal.	✓	
18. Able to train staff in basic kitchen and catering skills.	✓	
19. Able to work on own and within a team.	✓	
20. Able to lead and motivate staff.	✓	
21. Display a commitment to the Council's equalities policies.	✓	
22. Display and maintain a high standard of personal hygiene.	✓	
23. Work effectively in a busy and hectic environment.	✓	
24. Ability to produce quality nutritious food to deadlines	✓	

25. Ability to carry out administrative skills accurately and on time	✓	
<b>Personal Qualities</b>		
26. Reliable, self-motivated, organised and approachable	✓	
<b>27. Inspiring, resourceful, determined and energetic</b>	✓	

**General Comments**

The Cook Supervisor is required to be flexible in a constantly changing work environment and in implementing the School's policies.