

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Cook

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Directorate: [School name - amend as appropriate] Holy Trinity Primary School

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Reporting to: Cook Supervisor

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Grade: Scale 3

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## Job description

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Purpose of the post:

- To provide a meals service that meets the catering service standards and service user needs.
- To maintain high standards of cleanliness and hygiene in the kitchen area.
- Day to day supervision of Assistant Cooks.

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Main duties and responsibilities:

- Provide meals of a high standard for service users.
- Undertake weekly menu planning ensuring that there is variety in the chosen meals and portion control.
- Prepare meals to meet specific dietary and cultural requirements.
- Ensure freezer and fridge temperatures logs are maintained on a daily basis.
- Be responsible for monitoring of food hygiene and safety measures.
- Check supplier delivery notes against orders and report discrepancies.
- Undertake stock taking monthly maintaining food stock levels and checking of dates.
- Order groceries monthly and other supplies according to the menu.
- Maintain a weekly and monthly cleaning regime for all the kitchen equipment.
- Take part in meetings and training organised in the unit.
- Check stock in the unit kitchenette removing excess food items.
- Work as part of a team and contribute to the work of the unit.

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This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General  
requirements:

- Take part in the school's performance management system.
  - Attend governing body meetings on a regular basis.
  - Enhanced CRB 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.
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Job title: Cook

## Person Specification

[To add extra rows, right-click in the last row and select Insert > Insert Rows Below...]

	Essential	Desirable
<b>Qualifications</b>		
1. Foundation certificate in food Hygiene.	✓	
2. NVQ in food preparation and cooking.	✓	
<b>Experience</b>		
3. Experience of catering.	✓	
4. Previously managed, assisted or deputised own unit.	✓	
5. Experience of training staff in basic kitchen skills.	✓	
<b>Knowledge</b>		
6. Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	✓	
<b>Skills</b>		
7. Ability to read and implement instructions, such as Health & Safety and Food Hygiene regulations.	✓	
8. Ability to complete simple financial forms and cash handling.	✓	
9. Able to use and clean machinery and light equipment.	✓	
10. Demonstrate a willingness and enthusiasm for training and progression.	✓	
11. Able to encourage children to select a balanced meal.	✓	
12. Able to communicate with all kitchen, school staff and pupils.	✓	
13. Able to train staff in basic kitchen skills.	✓	
14. Able to work on own and within a team.	✓	
15. Able to lead and motivate staff.	✓	
16. Display a commitment to the Council's equalities policies.	✓	
17. Display and maintain a high standard of personal hygiene.	✓	
18. Work effectively in a busy and hectic environment.	✓	