



## GRAMMAR SCHOOL FOR GIRLS

### JOB DESCRIPTION

<b>Post:</b>	<b>Cook</b>
<b>Responsible to:</b>	Head of Finance and Corporate Services through the Catering Manager
<b>Responsible for:</b>	The shared supervision of staff
<b>Reports to:</b>	Catering Manager

#### 1.0 Job Purpose:

To assist the Catering Manager in all activities concerned with the preparation and cooking of meals.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit(s).

#### 2.0 Duties and Responsibilities

- 2.1 Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals and function catering where appropriate)
- 2.2 To assist with :
  - (a) Record Keeping
  - (b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
  - (c) The direction and/or shared supervision of other employees.
- 2.3 To undertake operational control of service points including transported meals.
- 2.4 Associated administrative duties as required which may include assistance with:
  - (a) The planning of meals.
  - (b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
  - (c) General kitchen management in the absence of the Catering Manager.
  - (d) Shared supervision of other employees.
  - (e) Training of staff.
  - (f) Cash handling duties where appropriate.
- 2.5 General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.

**2.6** Assist in the promotion of the service to parents, principals and customers to increase the uptake.

**2.7** Securing of premises as required.

**2.8** Duties as delegated in connection with service provision.

**3.0 General Conditions:**

**3.1** All duties must be carried out to comply with:

- (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
- (b) Codes of Practice.

**3.2** All duties will be carried out in the working conditions normally inherent in the particular job.

**3.3** All necessary administration must be completed as required.

**3.4** Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

**4.0 Wage Rate**

**NJC points** £13.62- £14.29 per hr (NJC pts 7-10)

27.5 Hours per week (Term Time). A retaining fee of half pay is normally payable during school holidays.

**PERSONNEL SPECIFICATION – Cook**

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	Basic/Foundation/level 2 Food Hygiene Certificate (attained within the last 3 years) or equivalent or higher examination qualification or appropriate refresher training and hold NVQ level 2 in catering or City & Guilds 706/1 and 706/2 in catering or equivalent examination qualification  <b>OR</b>  Basic/Foundation/level 2 Food Hygiene Certificate (attained within the last 3 years) or equivalent or higher examination qualification or appropriate refresher training. <b>With experience below.</b>	Bakery Qualification  Intermediate Hygiene Certificate
<b>EXPERIENCE</b>	a minimum of 2 years experience of traditional cooking in a large-scale catering operation*, producing nutritionally balanced meals.	experience in kitchen organisation and staff supervision.
<b>KNOWLEDGE &amp; SKILLS</b>	knowledge of relevant legislation with regard to Food Hygiene and Health & Safety customer care and organisational skills	IT skills  cash handling
<b>PERSONAL QUALITIES</b>	good communication skills good interpersonal skills good team member ability to work to deadlines.	

\* Large scale catering would include hospitals, prisons, welfare catering, school meals and industrial catering but excludes take aways and fast-food outlets.

**Please Note the criteria may be enhanced to facilitate shortlisting**