



Stockport School

Job Description

School Cook

<u>Salary:</u>	Scale 3, Points 5 to 6
<u>Hours:</u>	32.5 hours per week, Term time, plus 6 days only 7.30am – 2.30pm (Monday–Friday) (30-minute unpaid break each day)
<u>Contract type:</u>	Permanent
<u>Post reports to:</u>	Catering Manager

Main purpose of the post:

- To prepare, cook and present food which meets the school standards and according to the Catering Manager's direction.
- To assist the Catering Manager in the day-to-day management of kitchen staff.
- To assist the Catering Manager in the day-to-day management of the kitchen.
- To assist the Catering Manager in ensuring that a high standard of service is provided.
- To deliver excellent standards of customer service.

Duties and Responsibilities

- Undertake the preparation, cooking and serving of all food and beverages, ensuring correct portion sizes are served and good presentation is maintained at all times.
- Ensure correct food storage, handling and preparation of food and maintain good stock control.
- Assist with the implementation of HACCP procedures and ensure ongoing compliance, to include the daily monitoring and recording of food and equipment temperatures.
- Ensure the cleanliness of all catering areas and ensure adherence to cleaning schedules and rotas.
- Ensure kitchen equipment is maintained and any repairs / breakdowns are reported to the Catering Manager.
- Ensure safe working practices and adherence to all Health and Safety policies, paying particular attention to the use of all equipment and chemicals and ensuring compliance with RIDDOR and COSHH.
- Support the Catering Manager to complete regular risk assessments of the kitchen and canteen, and ensure that all identified risks are addressed.
- Assist with basic paperwork and be able to operate a till and instruct others when necessary.
- Assist with weekly stock taking and the annual inventories of heavy and light equipment.
- Ensure correct procedures are followed in the handling and recording of cash.
- Assist the Catering Manager with menu planning and food ordering, as necessary.
- Assist with the training of staff.
- Ensure that all tasks are carried out to the highest standards possible and to inform the Catering Manager of any sub-standard food to enable remedial action to be taken.
- Attend on and off the job training sessions as required by Catering Manager or Senior school staff.
- Maintain a high standard of cleanliness, hygiene and personal appearance at all times.
- Adopt a positive and pleasant manner at all times and to encourage good working relationships with colleagues, school staff, pupils and any other customers.
- Assist with the provision of special or function catering, some of which may take place outside the school day.
- Assist in the promotion of the Catering Department at special events, e.g., Open Evenings etc.
- Deputise, in the absence of the Catering Manager.
- The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time.



POSITIVITY

RESPECT

OPPORTUNITY

UNITY

DETERMINATION





Stockport School

General Duties and Responsibilities

- To promote and safeguard the welfare of students and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the concept of performance management.
- To adhere to the ethos of the school and promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism.
- Attendance at appropriate staff meetings and relevant parent's evening.
- To play a full part in the life of the school community.

Safeguarding

- The jobholder is expected to observe their obligations in accordance with the School's Child Protection Procedure and the document 'Keeping children safe in education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person.

Health & Safety

- Ensure compliance with school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy.
- Ensure that the kitchen and dining area are kept clean and hygienic.
- Ensure that kitchen equipment is used safely and according to operating manuals.
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule.
- Arrange with the Catering Manager via the Site Manager and Business Manager for all necessary repairs to be carried out to ensure the safe running of kitchen equipment and remove any faulty equipment pending repairs.
- Ensure that catering staff are adhering to proper hygiene procedures, including wearing the correct uniform.
- Record all accidents and incidents.

Continuing Professional Development

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

Other Professional Responsibilities

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Headteacher or line manager to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Post Holder:

Signed:

Date

Headteacher:

Signed:

Date

Date: May 2025

