

Job Description

Job Title: Cook 2

Reporting to: Catering Manager

**Grade: 2, 28.75 hours per week,
38 weeks plus 2 inset days**

Overall purpose of the post:

Prepare, cook and organise the serving of food and undertake general cleaning duties

Main duties and responsibilities:

- Undertake the preparation of food and beverages, such as vegetables and snacks.
- Cook meals in accordance with menus including assisting with meals for those with special dietary requirements.
- Participate in the distribution of items, ingredients and foodstuffs to dining areas and where applicable transported meals/ingredients to other premises within the area.
- Organise the serving of meals to customers in accordance with standards and procedures as required.
- Undertake cleaning duties as determined by schedules in operation.
- Maintain effective communication and liaise with a variety of stakeholders including employees, managers, customers and members of the public with regard to the day to day provision of the service.
- Assist with ensuring the correct and economical use of materials and equipment.
- Ensure equipment being used is in good working order and safe to use, reporting any faults as required.
- Undertake temperature testing duties, ensuring compliance with kitchen hygiene rules.
- Ensure the accurate completion and maintenance of records and documentation.
- Ensure customers are dealt with in a polite and courteous manner at all times, reporting complaints when required.
- Prepare dining areas when required including setting tables.
- Ensure compliance with Health and Safety, hygiene and cleanliness regulation, policies and procedures, assisting with the implementation and maintenance of hazard analysis systems.
- Comply with procedures for the security of stock, equipment and resources.
- Undertake any duties commensurate with the role as requested by management.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.