



Job Description

Post Title: Cook/Chef

Responsible to: Head of Centre

Grade: H3-H5

Purpose of the Role: To take responsibility for the safe, effective and efficient operation of all activities within our kitchen, including the planning, preparation and cooking of meals using fresh produce.

Responsibilities:

- Plan and prepare balanced multi-choice menus according to nutritional standards using fresh produce wherever possible, taking into account the dietary needs and preferences of pupils, their varied cultural and religious backgrounds.
- Costing food for recipes, functions and working within allocated budget
- Co-ordinate and order all Centre food
- Prepare, cook and oversee the cooking of a range of food items using fresh ingredients wherever possible.
- Operate and ensuring maintenance of kitchen equipment, following training
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times, ensuring we maintain our 5-star hygiene rating.
- Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards
- Complete daily log sheets in line with SFBB and EHO requirements
- Ensure we are compliant with all FSA and SFBB guidance and documentation
- To be flexible and open to change
- Undertaking other duties as may be required, commensurate with the post when requested by the Senior Leadership Team

Individuals in this role also undertake the following:

- Cater for functions.

Person Specification

Post Title: Cook/Chef

Desirable/ Essential	Personal Quality
E	Level 2/3 award in catering (or Equivalent) OR relevant experience
E	Ability to work as an integral member of a team, supporting staff and sharing expertise
E	Excellent communication and organisational skills
E	Food Safety and Hygiene certificate, willingness to gain Level 2 qualification
E	Awareness of Control of Substances Hazardous to Health (COSHH)
E	Good knowledge of Health and Safety
E	Ability to maintain confidentiality
E	Ability to work under pressure and to show initiative
E	Ability to interact appropriately with pupils and parents
E	Sense of humour
E	Willingness to undertake training
E	Qualify for or hold an enhanced DBS check
E	Experience of catering for groups (40)
D	Understanding of student safeguarding and child protection processes
D	First Aid knowledge/certificate, or willingness to gain First Aid qualification

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.