



## **PURPOSE OF THE JOB**

To assist in the service and hygiene of the establishment in a professional matter.

To be responsible for the preparation, cooking, presentation and service of a specific range of dishes as determined on a daily basis by the Cook Manager of the Unit in line with legislation and the Policies and Procedures  
To provide emergency catering and meals for transporting to other sites, as required.

## **MAIN AREAS OF RESPONSIBILITY**

Prepare, cook and serve food as determined by the Cook Manager to the standards specified by the government in strict accordance with the published menus including the delivery of any special dietary, emergency, transported meals and hospitality catering where required.

- Assist with any kitchen duties as required by the Cook Manager within the kitchen, including cleaning, general washing up and clearing away within the kitchen and the dining room where required.
- Maintain an up to date understanding of the Government's School Food Standards and the make-up of menu dishes to support our children to make healthy choices.
- Assist the Cook Manager in operational management of Food Safety Management System (FSMS). Awareness and understanding of Health, Safety and Hygiene Regulations and COSHH to provide a safe and healthy environment for customers and staff in the kitchen. Support the Cook Manager in setting and monitoring standards and compliance with Policies and Procedures.
- Under the supervision of the Cook Manager work within the set financial targets and maintain robust kitchen records and audit trail documentation.

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.

## **EQUAL OPPORTUNITIES**

St. Mary's Ce Primary School is committed to openness and equality of opportunity in every activity, from the way we employ staff to the way we deliver services. It is a central responsibility of managers and employees of the company to ensure that every individual that we come into contact with is treated with dignity and respect. An St. Mary's CE Primary Employee Handbook will be given to all staff, and a full briefing on the contents of the policy is included in induction.

## **DISCLOSURE & BARRING SERVICE**

Safeguarding children and adults is of utmost importance to St. Mary's CE Primary School. The school expects employees to abide by legislation and best practice to enable St. Mary's CE Primary School to achieve this. This role has been identified as requiring a DBS check. You must ensure that the appropriate form is completed and returned as this will form a contractual requirement.

## **HEALTH AND SAFETY**

It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work.

## **TRAINING AND DEVELOPMENT**

St. Mary's CE Primary School is committed to giving you every opportunity to pursue your own personal development, raise your standards of performance and enhance your career prospects. It is vital that you recognise that learning is a personal responsibility and therefore St. Mary's CE Primary School expects you to take an active part in your learning and development.



## PERSON SPECIFICATION

Assessment Method	Short listing criteria	Essential	Desirable
Application + interview	As a self motivated individual, being able to demonstrate the ability to work effectively as part of a team.	x	
Application + interview	Level 2 food safety certificate or the willingness to achieve this mandatory training within 3 months	x	
Application + interview	Experience in working in a small to medium scale catering operation		x
Application + interview	Must be able to communicate fluently and effectively with pupils, colleagues and suppliers and demonstrate the ability to understand simple written instructions	x	
Application + interview	It is essential that you have a strong understanding of the importance of Health and Safety as well as high standards of hygiene and a neat and tidy appearance.	x	
Application + interview	You must be willing to be fully involved in providing an excellent service to the children, including attending on the job training if necessary.	x	