

# Job Description for Head Cook

## **Purpose**

To prepare, cook and serve food as instructed by the Catering Manager in accordance with defined standards and quality, working within DfE guidelines regarding current health safety and hygiene legislation and the school's Health and Safety policy, with the aim of achieving high standards of customer care and good quality at low cost.

The Catering Manager is the line manager for this post

## **Principal Responsibilities**

- To prepare, cook and serve food to meet the specifications as defined by the school. To include meeting the meal requirements of the staff and students and any special, emergency and function catering.
- To assist in supervising Assistant Cook and Catering Assistants, ensuring that the agreed standards and targets are maintained.
- To meet all statutory requirements for Ofsted and Local Authority Hygiene inspections
- Implement Birchwood Food Safety Management system including HACCP systems
- To promote and participate in an alert and positive approach to Health and Safety in the delivery of all Birchwood's catering operation
- Promote effective waste management within the dining room and kitchen.
- To keep abreast of new initiatives, systems and regulations through regular training

## **Staff Supervision**

- Assist the Catering Manager and Assistant Catering Manager in supervising Assistant Cook and Catering Assistants in order to achieve cost effective catering service at a high quality.
- Assist with appropriate on site basic training when required and to ensure staff are motivated and developed to their full potential.
- Ensure that all service staff have full knowledge of dishes regarding ingredients, cooking methods, correct portion sizes and selling prices.
- Supervise and assist with cleaning duties as required by the Catering manager including general washing up and clearing away.

## **Administration**

- Assist and implement the departmental Food Safety Manual, including HACCP
- Assist operations of the till/smartcard system and handling money accurately.

- Ensure the Schools Health & Safety policy and all relevant Health & Safety legislation is applied effectively to all activities undertaken by members of the Catering Department.
- Monitor, organise and maintain appropriate stock control levels in all areas including records of monthly stocktaking.

### **Customer Care**

- Ensure the effective promotion of the service, including new initiatives through marketing techniques in accordance with the school's policies
- Provide a daily meal service supplying breakfasts, snacks, midday meals and drinks.
- Present demonstrations and food tasting sessions at Open Evenings
- Ensure constructive and effective communication with the school at all times.

### **Other**

- Deputising for the Assistant Catering Manager in their absence
- Ensure efficient delivery of any other task reasonably requested by the Catering Manager