



Princes Primary School

JOB DESCRIPTION

<u>Job Title</u>	COOK/KITCHEN MANAGER
<u>Grade</u>	Grade 4
<u>School</u>	Princes Primary School
<u>Responsible to</u>	School Business Manager
<u>Liases with</u>	School Business Manager/Headteacher
<u>Main purpose of job</u>	<p>To provide an efficient catering service, supervising staff, determining and organising appropriate menus and maintaining stock levels and working within the overall approved catering budget.</p> <p>Ensure compliance with relevant Health & Safety and hygiene regulations.</p>
<u>Core responsibilities and tasks</u>	<ul style="list-style-type: none"> • To plan, prepare & cook a variety of meals to meet the dietary needs of all school children. • To follow and deliver the healthy and varied menu set out by our school meal partner, Food For Thought. • To maintain a high standard of food presentation. • To make mealtimes a pleasing and pleasant experience for all children. • To follow a cleaning schedule to ensure the highest standard of cleanliness complying with Health & Safety Procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995. • To support safety standards within the kitchen. • To support a stock control system to ensure that food stock is not wasted. • To ensure the daily and accurate upkeep of food safety recording as determined by the Food Standards Agency, Safer Food Better Business and other legal requirements. • To ensure food costs are kept within authorised budget limits. • To cater for special occasions at the request of the Headteacher or Food For Thought. Including parties, guests or visitors to the school. • To complete all necessary documentation as required by each school and Food For Thought.

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| | <ul style="list-style-type: none">• To maintain the school's and Liverpool City Council's commitment to equal opportunities & promote non-discriminatory practice in all work aspects.• To take responsibility for your work and ensure it complies with all statutory requirements and procedures as determined by the school you are positioned at |
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This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.