



Head Cook

Job Description

Purpose:

To be responsible for the cooking of breakfast and lunch alongside the supervision of the Cafe including hygiene, training of staff and all day to day operations.

Reporting to: Finance and Business manager

Liaising with: All staff and students

Main Duties

Operational/ Strategic Planning

- To set a menu for breakfast and lunch and cook all meals.
- With the support of the catering assistant, prepare and serve all meals to students and staff
- Reconciliation and banking of cash as required by the service provision.
- Developing a positive relationship with the Finance and Business manager in order to ensure the needs of the school are met.
- Attending meetings as required.
- Assisting with any extra catering required by the school (other than the school meal).

Staff Development:

- To, in conjunction with the Finance and Business manager, develop the café's brand.

Quality Assurance:

- Supervision of the Cafe, including ensuring regulations are met i.e. hygiene, health and safety, staff training (including mandatory training). Ensure the service operates in compliance with all statutory legislation and corporate requirements.

Management Information:

- Assisting with the recruitment and selection of staff as required.

Communications:

- To ensure effective communication/consultation as appropriate with the students and staff.

Marketing and Liaison:

- To contribute to the Academy liaison and marketing activities in relation to the café

Pastoral System:

- To be familiar with the Academy's Child Protection Policy and to report concerns to the designated Child Protection Officer.



Other Specific Duties:

- To continue to play a full part in the life of the Academy community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example.
- To continue personal professional development as agreed.
- To engage actively in the performance review process.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.
- To undertake any other reasonable duty as specified by the Head Teacher not mentioned in the above.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the HT and the Finance and Business manager to undertake work of a similar level that is not specified in this job description. The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher or the Finance and Business manager to reflect or anticipate changes in the job commensurate with the grade and job title.

June 2019