



Job Description - Canteen/Cook Manager

ORGANISATIONAL

- Comply with current Food Safety legislation and all health and safety policies and procedures
- Ensure safe use of equipment and materials, and operate everyday equipment in accordance with instructions
- Make daily quality and safety checks on equipment
- Monitor and manage stock and supplies, cataloguing as required and ensuring their hygienic storage in accordance with domestic and catering standards
- Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards
- Develop contact with the suppliers of food and cleaning materials
- Maintenance of specialist equipment, check for quality and safety and report other damage
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Organise cooking routines to comply with specified standards
- Ensure effective portion control (in accordance with DfE guidelines) and minimise wastage
- Design menus and calculate costings
- Ensure the security of the kitchen, associated stores and surrounds

OPERATIONAL

- Prepare and cook food in a way that is attractive and encourages healthier choices
- Experience in preparing a variety of dishes
- Ability to follow recipes, knowledge of different ingredients and cooking methods
- Supervise the preparation of ingredients for meals
- Undertake skilled cooking activities connected to a full range of menu provision
- Oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches
- Ensure that clean and dirty processes are kept separate
- Ensure cooked and raw foods are kept separate during the preparation, cooking and serving process
- To support and supervise lunch times

RESOURCES

- Ensure the maintenance of a clean and orderly working environment
- Prepare routine equipment in a timely and accurate manner as set out in the instructions
- Order and record all ingredients used and take stock, ensuring stock rotation
- Refill and replace consumables
- Undertake basic record keeping as directed
- Report faulty equipment and other maintenance requirements to the appropriate person
- Ensure that lights and other equipment are switched off as appropriate
- Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches



- Actively promote the school meals service to parents and pupils to increase awareness of healthy eating and the uptake of healthy school meals
- Obtain materials by local purchase ensuring cost and quality standards are met

RESPONSIBILITIES

- Maintain an electronic record of recipes, which provide specific quantities and ratios of ingredients for cover staff in the event of absence
- Ensure that all meals comply with current legislation or guidelines as well as the whole school food policy
- Participate in training, meetings or other learning activities as required
- Ensure that the minimum amounts (as specified by the school) of local and organic produce are utilised
- Take responsibility for ensuring the school receives information to demonstrate the progress of the school meals service and the progress of pupils in dietary choice
- Take responsibility for liaising with school to ensure a whole school approach to the delivery of school meals; school councils; lesson inputs; input into dining environment
- Have an awareness of and comply with policies and procedures relating to child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person
- Ensure that the school, parents and pupils are involved in menu planning
- Uphold and promote the school's vision, values and ethos

NB: This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the line manager. The post holder is also expected to be flexible and adaptable in their approach to fulfilling their duties