

## Job Description



Department	Various		Division	Various	
Designation of Post	Level 3 Facilities (Cook) (Catering In-School 3)		Grade: 8-11 £26,824 - £28,142 (FTE)	Band: E	
Responsible to	Cook in Charge				
Immediate Subordinates					

**Job Purpose**

To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of meals to a limited choice menu.

**Key Tasks**

1. Plan and prepare balanced limited choice menus according to nutritional standards and taking into account the dietary needs of pupils, their varied cultural and religious backgrounds, and costs and budgets
2. Prepare, cook and oversee the cooking of food
3. Organise and supervise the work of other kitchen staff, including ensuring they have been adequately trained
4. Operate and ensuring maintenance of kitchen equipment, following training
5. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
6. Order food, beverages and other commodities from designated suppliers and ensure hygienic storage in accordance with domestic and catering standards.
7. Supervision and control of hygiene, health and safety.
8. Security of the kitchen and surrounds.
9. Ensuring equipment is maintained.
10. Administrative duties as required (for example, ordering of supplies and control of budgets).
11. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post.

Individuals in this role may also undertake some or all of the following:

1. Cater for functions.

**NOTE:**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive

statement of procedures and tasks, but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Issued by

Head of Service: Becky McBride

Date : 12/02/2025