



Job Description - Cook

Main duties of the job:

- Creating menus with Manager which are appealing and of interest to the students, are within budget and give a nutritionally balanced meal.
- To plan and prepare food and catering for special school functions, including provision for guests and other school events.
- Sorting quantities need for meals and communicating these needs to the catering manager for ordering.
- Supporting with inventory and checking quantities required for the preparation of meals.
- Cooking delicious meals, including making desserts, for children and adults using fresh food where possible, and to meet specified dietary requirements.
- To oversee the health and safety aspects of the food prepared by the canteen, including monitoring and recording the temperature of the food. To lead in all aspects of food preparation, cooking and serving of meals with regard procedures and policies e.g. adherence to food hygiene regulations.
- Cleaning of area after meals – sanitising.
- Prepare a wide range of food types for storage and future use. Range of foods includes: all main meals, cakes and all puddings.
- To serve food hot food to students during lunch time & break when necessary.
- Occasionally required to operate the tills.
- Carry out washing up, cleaning of equipment and kitchen areas, as directed, including “deep clean” during school holiday periods. This also includes washing laundry items.
- Help with general duties in kitchen when necessary.
- Food ordering for main meal and pudding menus.