



## **Job Description - Cook**

### **MAIN RESPONSIBILITIES**

As an enthusiastic and committed person, you will be responsible for preparing meals and serving them to the children each day.

### **Duties**

- Prepare and cook food using fresh produce wherever possible
- Provide exceptional standards in all aspects of food service
- Ensure all food/ meals are produced on time
- Preparing large quantities of meals
- Prepare food in accordance with all guidelines and legislations
- Ensure that the kitchen, dining halls, equipment and utensils are all properly cleaned and correctly stored away and / or ready for collection each day
- Responsible for the presentation of all produced and served
- Order appropriate food from a variety of suppliers
- Monitor and organise stock levels at all times
- Ensure that deliveries are met and are promptly stored away as appropriate
- Ensure that all kitchen equipment is properly maintained and that any defects are reported promptly to the Headteacher
- Serve the pupils food in accordance to the schools portion control
- Clear away all food stations and undertake daily washing up duties
- Maintain temperature control standards for all food
- Ensure that all personal and food hygiene procedures are applied at all times

### **General:**

- To work as an effective member of the school team and to promote team work at all times
- Observe good working practices and current health and safety regulations/ legislations
- Observe and adhere to all Policies, Procedures and Regulations
- The post-holder is also required to undertake such other duties as may be required by or on behalf of Cummersdale School provided that they are consistent with the nature of the post
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification or amendment at any time after consultation with the holder of the post
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Head teacher
- The post-holder will deal with sensitive material and should maintain confidentiality in all School related matters
- This post is subject to a satisfactory enhanced DBS declaration which is a commitment by the school to safeguarding children.

- Normal working hours would be 9.00am – 1.30pm

Sept 2025