

JOB PROFILE

Post Title: Head Cook (Single Status Grade G-H)

Post Number: Generic

The Head Cook is responsible for all activities in a large kitchen and its surrounds connected with the provision of a catering service.

Duties will include:

- Skilled cooking activities connected with the full range of meals
- Menu planning – incorporating and ensuring that the Nutritional Standards required by the authority are implemented.
- Food preparation and cooking, and the provision of special dietary meals where appropriate, and the provision of meals on wheels if required.
- Operating within pre-set budgets, implementing portion control, purchasing and stock control.
- Operational control of service point including transported meals as appropriate
- The direction and/or line management of other employees (including allocation of duties, work rotas and on the job training as appropriate)
- Ensuring the implementation of the 'Food Safety' policy through the implementation of hygiene standards and health and safety in the kitchen.
- Ensuring that the catering equipment is maintained by reporting faults as they occur.
- Administrative duties including the completion of timesheets, ordering of supplies, purchase orders, 'cook safe' record keeping including temperature monitoring, and the completion of an electronic stock book.
- Absence Management – maintaining absence records, informing the Catering Manager when return to work interviews are required and undertaking them as appropriate.
- To receive and also undertake 'supervision' as part of the staff personal development plan
- Liaise confidently with Head Teachers, Health Professionals, Parents & suppliers on matters relating to the provision of the school meals and implement systems/changes accordingly..
- Assist with the development and implementation of school meal related initiatives.

These duties may be carried out in any local authority establishment.

'A larger kitchen' in this instance is one in which there is a Head Cook who is responsible for other permanent and relief members of staff.

Approximately 125+ meals per day on average could be prepared, requiring the full range of cooking and organisational skills.

The duties of this job may include cash handling.

Should meals-on-wheels be provided from the school then there will be a requirement for the post holder to take part in a rota system to provided meals on wheels during school holiday periods.

PERSON SPECIFICATON

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	ESSENTIAL	DESIRABLE
1 QUALIFICATIONS		
• Essential Food Hygiene	***	
• Possession of a SVQ3 or equivalent qualification in a related subject	***	
• Health & Safety training	***	
• Cooksafe Training		***
• Nutritional Training		***
2 EXPERIENCE		
• 2-3 years experience in a large catering establishment	***	
• Cooking experience at Head Cook or 2 nd Cook level	***	
• Supervisory Experience	***	
• Financial and Admin experience		***
• Previous school meals experience		***
• Experience of working with children	***	
3. ABILITIES		
• Skilled in food preparation & cooking	***	
• Menu planning	***	
• Basic understanding of nutrition	***	
• Food ordering and stock control	***	
• Numerate in relation to food costing	***	
• Ability to motivate staff	***	
• Computer literate		***
• Physically able	***	
• Good interpersonal and communication skills	***	
• Ability to work on own initiative	***	
• Relevant legislation e.g. Food Safety Regulations	***	
• Risk Assessments & COSHH		***
• Operation of catering equipment	***	

5 VALUES (Commitment to...)		
• Quality of service	***	
• Customer focused	***	
• Flexibility	***	

Allowances:

Evaluated Grade: G-H

Date of Evaluation: 27 August 2010

Date of Last Amendment: July 2012

Updated for Single Status: 27 August 2010