JOB PROFILE

Post Title: Cook-in-Charge

Post Number: Generic

The Cook-in-Charge is responsible for all activities in a small 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 supervision 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 Manger when return to work interviews are required and undertaking them as appropriate.

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

'A small kitchen' in this instance is one in which there is a Cook-in-Charge who is responsible for other permanent and relief members of staff. Approximately 40 to 120 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

Post: Cook-in-Charge

Post No: Generic

	ESSENTIAL	DESIRABLE
1 QUALIFICATIONS		
• **Essential Food Hygiene**	***	
• • **Possession of an SVQ2/Highers or equivalent qualification in a related subject**	***	
• **Health & Safety training**		***
• **Cooksafe Training**		***
• **Nutritional Training**		***
2 EXPERIENCE		
• **2-3 years experience in a catering establishment at Assistant 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**	***	
4 KNOWLEDGE		
• **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: Grade F-G
Date of Evaluation: 06/10/09
Date of Last Amendment: 05/07/11
Updated for Single Status: 05/07/11

CAREER GRADE

Department: **Education and Social Care**

Service: **Schools**

Post Title: **Cook-in-Charge**

Post No: **Various**

Career Grade as seen in Summary of Main Terms and Conditions of Employment

CAREER GRADED: Grade F to Technical Grade G:

Technical Grade F	Possession of Standard Grades (or equivalent) plus relevant experience of working in a catering establishment at Assistant Cook level. Ability and willingness to achieve a Catering qualification at SVQ2 level (or equivalent). Satisfactory performance of duties in consultation and with the support of the Head Teacher and the Catering & Cleaning Manager.
Technical Grade G	Possession of a Catering Qualification such as City & Guilds 706.3/ SVQ Level 2 (or equivalent), plus relevant experience of working in a catering establishment at Assistant Cook level. Satisfactory performance of all duties, working on own initiative with supervision/guidance from the Head Teacher and Catering & Cleaning Manager, as and when required.

If performance is not satisfactory, then subject to the right of appeal, the award of an increment may be withheld.