

Job Description for School Cook



Job Title: School Cook

Salary: NJCJE Grade 4, SCP 9-17. Pro-Rata.

(NJCJE grade and salaries [School Improvement \(schoolimprovementliverpool.co.uk\)](http://schoolimprovementliverpool.co.uk) for support staff).

Contract Terms: Term time only

Hours of work: 7:30am-1:30pm.

About Phoenix Primary School:

At Phoenix, we are dedicated to creating a nurturing and supportive environment for our pupils. Our mission is to foster the academic, physical, and emotional well-being of every pupil. We believe that healthy, nutritious meals are a cornerstone of a successful educational experience. Phoenix works with Food For Thought Merseyside Ltd. to deliver our meals service. Food For Thought is a not-for-profit school meals company whose mission is to support their community of schools who promote the mental, physical and emotional wellbeing of children through a Good Food Culture. They design termly menus and recipes using fresh ingredients, following School Food Standards, without setting portion limits. The focus is to ensure that each pupil gets enough food to sustain them during a school day.

Position Overview:

We are seeking a passionate and dedicated School Cook to take overall responsibility for our school's food service operations.

The ideal candidate will be committed to food safety, organisation, and delivering a friendly and delicious food service. They will be passionate about using and cooking with fresh ingredients.

The **School Cook** will work closely with Food For Thought, our not-for-profit school meals operator, to ensure the food service aligns with the values and mission of our school.

This position requires a strong commitment to the health and well-being of our pupils and a collaborative spirit.

Key Responsibilities:

Food Safety:

Ensure all food safety standards are met, including proper storage, handling, and preparation of food items.

Ensure paperwork is kept up-to date as required by law and staff receive appropriate training.

Menu Planning:

Follow the Food For Thought weekly menu and recipes.

Plan and develop appealing Chefs Specials to support the Food For Thought menu.

Consider the dietary needs of pupils, including those with varied cultural and religious backgrounds and special dietary requirements.

Food Preparation:

Ensure efficient preparation and service of meals and breaks, provided to the standards set by the school and Food For Thought.

Ensure efficient preparation and service of hospitality requirements, as requested by school leadership team.

Organise and cater special functions, from time to time, some of which may occur outside of normal working hours.

Prepare and cook meals in accordance with established recipes and guidelines provided by Food For Thought, ensuring quality and consistency.

Use fresh ingredients in the preparation and planning of meals.

Ordering and Inventory Management:

Manage inventory and orders. Order food from the Food For Thought recommended suppliers.

Maintain accurate records and manage wastage effectively to ensure efficient and cost-effective operations.

Collaboration:

Work closely with Food For Thought Area Manager to align food service operations with their guidelines and the school's values.

Work closely with lunchtime support staff to ensure the lunch service is smooth and enjoyable experience for pupils.

Maintain and build relationships with at all levels within the School.

Health and Well-Being:

Promote healthy eating habits and nutritional education among pupils and staff.

Compliance:

Adhere to the legal standards of hygiene and safety.

Ensure the Safer Food Better Business (SFBB) is completed in line with legal requirements and used as a daily working document.

Liaise with Food For Thought Area Manager to action and implement any changes resulting from routine audits and inspections.

Cleanliness and Maintenance:

Maintain a clean, organised, and safe kitchen environment, including routine cleaning and inspections.

Ensure equipment is maintained and repairs are reported to the school and recorded.

Team Leadership:

Supervise and train the catering team, fostering a positive and collaborative work environment.

Motivate the catering team to deliver the catering service to a high standard.

Support with the performance management of all catering staff.

Identify training needs of the catering team and assist in making provisions for development.

Customer Service:

Provide friendly and responsive service to pupils, staff, and parents, addressing any concerns or feedback promptly.

Support and maintain high levels of hot meals uptake through the preparation of delicious food and an encouraging and service.

Make mealtimes a pleasing and pleasant experience for all pupils.

Values Alignment:

Commitment to the values and mission of Phoenix Primary school.
Passion for promoting health and well-being through nutritious meals.
Dedication to creating a positive and inclusive environment for all pupils.

General:

Maintain high standards of personal hygiene.
Ensure uniform is clean and presentable.
To attend meetings and training courses as requested.
Follow School policies and procedures, championing and demonstrating a keen awareness for the Safeguarding of children and vulnerable people.
Implement the principles of the School's Equal Opportunities Policy, whilst carrying out the above duties.

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility at the time of writing.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of an enhanced disclosure form Criminal Records Bureau, as well as other pre appointment and/or medical checks.

Phoenix Primary School is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

