

### **Job Description – School Cook**

Pay Scale: Grade 4, point 9 to 17, £26,124 - £29,921 pro rata, Term Time only, 39 weeks/year –

FTE 0.8

Actual salary £21,160 to £24,236 per annum.

Working Hours: 32.5 per week (7.30 – 2.00 with 30 minute unpaid meal break)

#### **MAIN AREAS OF RESPONSIBILITY:**

To manage effective delivery of all catering services at the school

To manage all catering staff in the delivery of an outstanding catering service for the school, acting as their line manager.

Directly responsible to the: Headteacher & Governors. Liaising with Food for Thought

#### **General Responsibilities:**

- To plan, prepare & cook a variety of meals to meet the dietary needs and nutritional targets set by the Government's School Food Trust for all school children. To plan and deliver a healthy and varied menu in conjunction with Food for Thought.
- To develop additional dishes to complement existing menus.
- To work consistently with the school and their pupils to regularly increase the uptake of school meals.
- To organise, plan and deliver imaginative and exciting cookery classes for the pupils of our school, if required.
- To respect and maintain the highest standard of food preparation in line with the standards of food quality and service set in FFT kitchens, using appropriate equipment in keeping with the Environmental Health requirements. To make meal times a pleasing and pleasant experience for all children.
- To follow a cleaning schedule this ensures a high standard of cleanliness complying with Health & Safety Procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995.
- To liaise with the school, FFT or any assigned Practitioner regarding issues of maintaining food hygiene actions and Health & safety requirements.

**Learning together, growing together.**

Headteacher: **Mr C McDonald**  
Chair of Governors: **Kate Burnell**

#### **Our Values**

Unique · Enjoyment · Ambition · Health · Appreciation · Resilience



**Gilmour**  
Primary School

Gilmour Primary School  
Southbank Road  
Garston  
Liverpool  
Merseyside  
L19 1RD

Telephone number: 0151 427 6306  
Email: [admin@gilmourprimary.com](mailto:admin@gilmourprimary.com)

[gilmourprimary.com](http://gilmourprimary.com)

- To be responsible for maintaining safety standards within the kitchen area together with those safety standards affecting all kitchen staff. To be responsible for stock control using a minimum of once weekly stock checks and to ensure that food stock is not wasted. To vary menus in accordance with fresh food stock available to ensure that no food is wasted.
- To be responsible for kitchen equipment, tools and materials including participation in monthly inventory checks with the school and Food for Thought.
- To be responsible for ordering / purchasing food supplies and essential equipment in consultation with the school and Food for Thought.
- To maintain daily written records relating to storage temperatures of food products. To maintain all documents and records as determined by the Food Standards Agency, all other legal requirements and instructions that may be issued by either the Headteacher or FFT.
- To maintain appropriate financial records & remain within an allocated budget. To take all necessary steps to keep food costs within the primary school budget.
- To cater for special occasions including, parties, guests or visitors at or to the school as may be requested by the Headteacher or FFT.
- To liaise with all appropriate bodies i.e. the School Food Trust, NHS, Children's Services etc. amongst others to determine views or current research on healthy eating options for all school children.
- To liaise as appropriate with agencies providing additional food (Fare Share Partnership)
- To maintain the school's and Liverpool City Council's commitment to equal opportunities & promote non-discriminatory practice in all work aspects.
- It must be understood that every employee has a responsibility to ensure that their work complies with all statutory requirements together with all procedures, disciplinary and grievance as determined by the school in which they are employed.
- To work with FFT and the school to ensure that each school meals service continues to develop and improve its service to every child.
- To complete all necessary documentation as required by the school and/or FFT.

**The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the contract of the jobs, skills and grade.**

In addition to interviews applicants will be required to undertake pre-employment checks which will include References, Health, Right to Work in UK, Overseas Criminal Checks, Enhanced DBS and Barred List checks and if applicable a check under the DfE Childcare Disqualification Regulations 2009.

**Learning together, growing together.**

Headteacher: **Mr C McDonald**  
Chair of Governors: **Kate Burnell**

#### **Our Values**

Unique · Enjoyment · Ambition · Health · Appreciation · Resilience