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**MOUNT ST MARY’S CATHOLIC HIGH SCHOOL**

**Cook Job Description**

Hours: 27.5 hours per week, term time only plus 5 days

7.45am – 1.45pm with a 30 minute unpaid break

Salary Scale: B1 - £24,404 to £25,183 per annum, pro rata (actual starting salary £15,600)

Responsible to: Catering Manager & Assistant Catering Manager

**Duties & Responsibilities:**

* To undertake measuring, preparing and cooking the set menu for a large number of school students and members of staff.
* To work within a team environment and on your own initiative to provide a smoothly run service throughout the working day.
* To prepare and cook food in accordance with food safety regulations and HACCP.
* To have a broad understanding of food allergens and cross contamination guidelines.
* To have a full understanding of storing food in the correct place, eg- raw meat and cooked meats, fruit and veg, dairy products and dry stock.
* To report to management when stock levels are low and the quantities needed to restock, making sure that correct stock rotation procedures are followed.
* To understand the importance of allergens and cross contamination guidelines, ensuring that full and proper cleaning and sanitizing is completed in the kitchen at the end of each shift.
* To ensure that temperature records are kept up to date daily, ensuring that all food standards guidelines are followed in accordance with HACCP.
* To keep all relevant paperwork up to date, including fridge & freezer temperatures, cooked food temperatures and stores delivery temperatures in accordance with HACCP.
* To be confident in expressing new menu ideas to management, staying within the healthy eating guidelines and religious/cultural requirements.
* To make sure that the kitchen is fully cleaned and sanitized at the end of every shift, ready to start again the following day.
* To ensure that all relevant training is up to date and documented.
* To report any breakdown or maintenance of equipment to management so it can be repaired at the earliest convenience.
* To uphold the high standards of the school ethos and expectations of all staff members, ensuring high customer satisfaction and service.

**Other Duties:**

* To play a full part in the life of the school community, to support its distinctive mission and Catholic ethos and to encourage staff and students to follow this example.
* To fully support the school in maintaining a strong Catholic character and fostering the faith development of students & staff.
* To display commitment to the protection and safeguarding of children and young people.
* To promote actively the school’s policies.
* To continue personal development as agreed.
* To comply with the school’s Health and Safety policy and undertake risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.

In accordance with Keeping Children Safe in Education, the school will carry out an online search as part of the due diligence on shortlisted candidates.