



Aim High....Fly High

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

JOB DESCRIPTION

Job Title:	School Caterer/Cook
School/Service:	Duxford CofE Community Primary School
Reports to:	Business Manager
Grade:	3 point 5/6 (dependant on experience)
Hours:	4 hours per day, Monday-Friday, term time plus 3 days

Job Purpose:

To oversee the production and service of on-site catering provision, ensuring high standards of food service and customer satisfaction. To promote the catering service to achieve the highest possible take-up. To work with the catering assistant to ensure the smooth and efficient provision of school lunches.

Principal Accountabilities:

To prepare and cook food and beverages with the assistance of the catering assistant. Establish the efficient operation of the food service counters to ensure high standards of presentation and service of food to customers.

To plan and cost menus, place orders with suppliers, control stock levels and oversee the purchasing of food and other kitchen supplies.

Prepare the dining area for service, which will include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service. Prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal. Inform the line manager of any defects in the equipment.

Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment as required in the catering environment. Follow the correct hygiene and cleaning procedures to ensure high standards of cleanliness are maintained.

Maximise customer satisfaction and take-up of meals and sales by supporting the promotion of the service. Help maintain a good working relationship with the school and children and their parents.

Support the team's compliance with legislative requirements and school catering policies. This will include food safety, kitchen hygiene, healthy eating and the safeguarding of children. Use the schools smartlog system to keep allergy information and kitchen training records up to date.

Undertake any other duties that may be required for the effective operation of the catering service. Attend training sessions and meetings as required.

This post requires an enhanced DBS check.