

Cadmore End Children's Cook

Organisation: Cadmore End CofE Combined School

Job Title: Catering Manager (cook)

Contract type: Fixed until 31st August 2024 in the first instance

Job Salary: Range 1B point 6-10 £10.52 - £12.43 per hour dependent on experience

Hours: 3 hours a day (10.15am – 1.15pm) Monday – Friday term time only. Job share will also be considered.

Start Date: September 2023

Closing Date: Friday 9th June 2023

Interview: Week commencing Monday 19th June 2023

About The Role

We are seeking an experienced and enthusiastic cook to join our team at Cadmore End CofE Combined School. The successful candidate will be responsible for preparing and serving nutritious meals for children aged 4-11, ensuring compliance with health and safety regulations and dietary requirements.

Job Summary: The School Cook is responsible for preparing and serving nutritious and balanced meals for children attending the school. The cook ensures that meals meet the required dietary guidelines and safety standards while considering children's dietary restrictions and allergies. The role involves maintaining a clean and organized kitchen environment and collaborating with the school staff to ensure a positive dining experience for the children.

Key Responsibilities:

Meal Planning and Preparation:

- Develop termly menus that incorporate a variety of healthy and balanced meals suitable for pupils, considering dietary restrictions and allergies.
- Prepare and cook meals from scratch, using fresh and wholesome ingredients, while adhering to established recipes and portion sizes.
- Manage time effectively and work to tight deadlines
- Ensure that all food is prepared and cooked safely, following proper food handling and hygiene practices.
- Monitor and maintain food quality, freshness, and taste.
- Ensure the provision of vegetarian and options, as well as accommodating specific dietary needs.
- Collaborate with school staff, parents, and students to gather feedback and incorporate suggestions.
- Maintain accurate records of menu plans, recipes, and ingredients used.

Food Safety and Hygiene:

- Follow proper food handling procedures, including receiving, storing, and cooking food to ensure compliance with health and safety regulations.
- Maintain a clean and organized kitchen and eating environment, including regular sanitization of utensils, equipment, work surfaces tables and flooring.
- Comply with food safety and hygiene regulations, following proper sanitation procedures.
- Comply with hygiene regulations to ensure cutlery and crockery are sanitised correctly
- Ensure that kitchen equipment is properly maintained and report any malfunctions or issues.
- Supervise kitchen assistants to ensure they follow safety and hygiene practices.

- Monitor and record fridge and food temperatures, ensuring that food is cooked and stored at appropriate temperatures to prevent contamination and ensure freshness.
- Adhere to food labelling and dating practices to guarantee food quality and rotation.

Dietary Guidance

- Accommodate special dietary needs, including vegetarian, gluten-free, and allergen-free meals.
- Keep records of children's dietary restrictions and ensure appropriate meals are provided.
- Collaborate with school staff, parents and guardians to gather information about individual dietary requirements.

Inventory Management and Budgeting:

- Monitor and maintain inventory levels of food and supplies, ensuring timely ordering and restocking to avoid shortages or excesses.
- Assist in managing the kitchen budget, making cost-effective decisions while ensuring high-quality ingredients and meals.

Team Collaboration:

- Work collaboratively with lunch time staff, administrators, and teachers to ensure smooth meal service and timely delivery of meals.
- Communicate and coordinate with parents or guardians regarding special dietary needs or concerns.
- Help in the setting up and clearing of tables and chairs.

Qualifications and Skills:

- Be prepared to undertake training as requested by the headteacher. This includes, Food Hygiene (level 3) Safeguarding training and paediatric first aid.

	Essential	Desirable
<ul style="list-style-type: none"> • Level 3 Food Hygiene Course in Catering 		*
<ul style="list-style-type: none"> • Proven experience as a cook, preferably in a school or childcare setting. 		*
<ul style="list-style-type: none"> • Solid knowledge of nutrition principles and dietary requirements for infants and young children. 	*	
<ul style="list-style-type: none"> • Familiarity with food safety regulations and practices. 		*
<ul style="list-style-type: none"> • Ability to plan and prepare meals that appeal to children's tastes while ensuring proper nutrition. 	*	
<ul style="list-style-type: none"> • Excellent organizational and time management skills to handle multiple tasks efficiently. 	*	
<ul style="list-style-type: none"> • Effective communication and interpersonal skills to collaborate with staff, parents, and students. 	*	
<ul style="list-style-type: none"> • Flexibility to adapt to changing menus, dietary restrictions, or special events. 	*	

<ul style="list-style-type: none"> Basic computer skills to maintain records and track inventory. 		*

Safeguarding Statement

Cadmore End CofE Combined School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.