**OLDHAM HULME GRAMMAR SCHOOL**

**Job Description – Cook Supervisor**

**Responsibility**

The Cook Supervisor will be appointed by and responsible to the Catering Manager.

## Authority

The Cook Supervisor will be the supervisor for the assistant cooks and catering assistants.

**Liaison**

The need for confidentiality is very important and must always be carefully considered.

**Key Tasks:**

Main duties will include:

Food Preparation.

* Preparing food for cooking
* Assisting in checking and storing food delivered
* Producing Sports Teas on some Saturday mornings
* Producing food for occasional after school events

Supervising

* Supervising the assistant cooks and the catering assistants to ensure that the kitchen and dining hall is run efficiently
* Deputise for the Catering Manager as required and inform the Head of Finance and Support of any difficulties and discuss as required
* Assisting the Catering Manager in drawing up and amending rotas

Ordering

* Assisting the Catering Manager in planning menus in line with Healthy Eating Standards
* Assisting the Catering Manager in ordering all food products
* Assisting the Catering Manager in ordering all chemicals

Health and Safety

* Reading and complying with the employer’s Health and Safety Policy both for their own protection and for all other employees, pupils and visitors on site.
* If suitably qualified act as a first aider
* HACCP: ensuring that the School’s HACCP procedures are followed by all catering staff.
* COSHH: ensuring that the School’s COSHH procedures are followed by all catering staff.
* Complete Health and Safety and Food Safety sheets.
* Checking temperatures and supervising all staff in due diligence and requirements for all safe practice in the kitchen workspace.

General

* Any other duties that the Catering Manager or the Head of Finance and Support may reasonably request from time to time.

Child Protection

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 and may be expected to carry out the following duties:

* Child protection, discipline, health and safety
* Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.

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| **Person Specification – Cook Supervisor**  **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.** | | | |
|  | **Essential**  These are qualities without which the applicant could not be appointed | **Desirable**  These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | **Method of  Assessment** |
| **Qualifications** | * NVQ Level 2 or equivalent in catering | * NVQ Level 3 or equivalent in catering * Food hygiene qualification * First Aid qualification * Safe lifting | Production of the applicant’s certificates |
| **Experience:** | * Catering experience * Experience of supervising a team | * Working in a school kitchen | Contents of the Application Form.  Interview  Professional references |
| **Skills** | * Ability to work unsupervised * Good team worker * Good Literary skills |  | Contents of the Application Form  Interview  Professional references |
| **Knowledge** | * Knowledge of catering environment * COSHH knowledge * HACCP knowledge | * Knowledge of food allergens | Contents of the Application Form  Interview  Professional references |
| **Personal competencies and qualities** | * High standard of personal hygiene * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Emotional resilience in working with challenging behaviours. * Positive attitude to use of authority and maintaining discipline. |  | Contents of the Application Form  Interview  Professional references |