

The Coastal Federation

Bacton Primary, Mundesley Infant (SRB) and Junior Schools

Executive Head - Simon Wakeman | exehead@coastalfederation.com |  

 	Deputy Executive Head Head of School David Hopkins		Head of School Abi Howett		Head of School Emie Croft
office-bacton@coastalfederation.com 01692 650240		office-mijs@coastalfederation.com 01263 720401			
Federation Business Manager Jenny Wood businessmanager@coastalfederation.com 01263 720401 Chair of Governors - Annie Edwards chairofgovs@coastalfederation.com					

Cook in Charge Job Description & Person Specification

Organise, inspire and manage the on-site catering team ensuring completion of the preparation, cooking, presentation and service of food to pupils and staff.

- Promote and encourage healthy food choices.
- Responsible for sourcing ingredients
- Ensure the effective management and rotation of food stock items.
- Day to day preparation and cooking of food to agreed standards.
- Provide, when necessary, induction and on the job training to staff.
- Complete all kitchen documentation on daily, weekly and monthly basis e.g. profit and loss, Stock take etc.
- Ordering of food and cleaning materials.
- Be allergy aware and ensure special dietary needs are met.
- Maintain good communications and relationships with school staff, parents and pupils.
- Plan and proactively promote seasonal menus
- Report any building or equipment faults to the Business Manager where necessary
- Undertake continuous professional development
- Ensure the team operates and complies with all aspects of the current Health and Safety at Work and the Food Safety Act and all other relevant legislation at all times.
- Ensure the team is following all Coastal Federation policies, procedures and standards set out to them.
- Manage the team's safe use and storage of chemicals, cleaning equipment and personal protective equipment.

Other Duties

The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.

Person Specification

Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Intermediate Level Qualification in Food Hygiene	Desirable	AF/I
	Knowledge of basic Health and Safety requirements	Essential	AF/I
	Knowledge of Manual Handling	Essential	AF/I
	Knowledge of Menu Costing	Essential	AF/I
	Knowledge of using an electronic tablet/ PC with basic software and complete manual bookwork	Essential	AF/I
	Advanced level in Food Hygiene and/or Nutrition	Desirable	AF/I
	Understanding of budgetary controls	Desirable	AF/I
Experience	Experience in effectively leading a catering team in a busy environment	Desirable	AF/I
	Previous experience in management of food stocks	Essential	AF/I
	Previous education catering service / experience	Desirable	AF/I
Skills/Abilities	Capable of working to your own initiative	Essential	AF/I
	Able to communicate well with colleagues	Essential	AF/I
	Ability to work in a deadline	Essential	AF/I
	Full UK Driving Licence to meet the travel	Desirable	AF/I