

Job Description

Job title: Senior Cook
Grade: Dorset Grade 8
Job evaluation reference: XS236
Job family:

Purpose and impact

1. Supervise a team of kitchen staff which will provide catering services and take responsibility for the organisation of the kitchen and equipment.
2. Work within agreed principles and guidelines, with minimal supervision from the line manager. Work will be carried out by following procedures, but some creativity will be required where procedures do not specify all options/outcomes. Contacts will be generally routine or incidental involving the exchange of information on non-contentious matters.

Key responsibilities

3. Planning menus within available budgets and ordering supplies using local and seasonal produce where possible. Maintaining stock and portion control. Contributing to the school's efforts to reduce its carbon footprint.
4. Preparation of homecooked meals in accordance with menu requirements including special dietary requirements. To include daily baking of cakes and desserts.
5. Supervise kitchen staff in accordance with agreed policies. Supporting them to deliver excellent customer service to staff/pupils/visitors. This will include face-to-face serving of meals.
6. Line management responsibilities for the Cook/Assistant Cook.
7. Adapt to the needs of the school and provide a flexible approach e.g. adapting the menu during winter/summer months.
8. Prepare packed lunches as and when required (eg school trips).
9. Maintain records as appropriate, including control of provisions.
10. Maintain good practice in all matters relating to food preparation and use of kitchens.
11. Order food and check as appropriate deliveries for quality, quantity and description.
12. Assist with the delivery of larger scale events e.g catering for open days.
13. Ensure the correct and economical use of materials and equipment to achieve maximum cost efficiency and quality.
14. Clean kitchen areas and equipment to required standards.
15. Ensure the observance of Health and Safety requirements by kitchen staff eg COSHH.
16. Ensure all kitchen equipment used is kept in efficient working order and that any mechanical defects are reported as appropriate.

17. Any other lesser or comparable duties as required relating to the particular specialised function of the team or teams.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

Supervision and management

18. Reporting to: School Business Manager or Headteacher
 - The post holder will be required to work with minimal supervision from the line manager.
19. Responsibility for:
 - The post holder will have line management responsibility for the Cook/Assistant Cook.
 - The post holder will be required to supervise a team of kitchen staff.
 - The post holder will lead on the front of house service with support from the Cook/Assistant Cook/Kitchen Assistants/Midday Supervisors.
 - The post holder will lead on catering team training, ensuring regular and compulsory training is up to date with support from the School Business Manager and Headteacher.
 - The post holder will have responsibility for liaising with parents regarding complex dietary requirements and meeting the needs of those students.
 - The post holder will be the most senior person in the Catering Team and will be responsible for working with the Environmental Health department to ensure food hygiene meets the highest standards.

Other factors

20. The role includes responsibility for items of kitchen/catering equipment and the requirement to manage an allocated budget, together with responsibility for the security and accountability of stock.
21. The work environment will include hot kitchen areas, preparing meals to deadlines. The role may include lifting, pushing and/or carrying equipment. The postholder will have a set programme of tasks which will be subject to occasional interruptions.

22. A DBS check is required.

Our behaviours

Dorset Council has developed and embedded a set of behaviours that will form part of everything you do and you will need to be able to demonstrate them through the way you work, regardless of your role or grade within the organisation.

Full details can be found on the job website under "[Working for Dorset Council](#)".

Person Specification

Applicants will be shortlisted on the basis of demonstrating that they fulfil the following criteria in their application form and should include clear examples of how they meet these criteria. You will be assessed in some or all of the specific areas over the course of the selection process.

Essential

Essential criteria are the minimum requirement for the above post.

Qualifications/ training/registrations	
Required by law, and/or essential to the performance of the role	
1.	Basic Food Hygiene Certificate
2.	Recognised catering qualification NVQ Level 2 or equivalent
3.	First Aid Certificate
Experience	
4.	Previous food preparation/catering/kitchen management experience
5.	Food handling and preparation
6.	Maintain hygiene in food preparation areas
7.	Experience of catering, industry standards and regulations
8.	Previous supervisory experience in a similar setting
9.	Development and delivery of training in a catering environment
Skills, abilities & knowledge	
10.	Excellent food hygiene knowledge
11.	Menu planning
12.	Stock control
13.	Practical cooking skills
14.	Knowledge of working in a commercial kitchen
15.	Proven knowledge of catering practice and associated legislation
16.	Ability to work to a high standard of food hygiene and health and safety
17.	Ability to work under pressure
18.	Ability to prioritise own work and manage the work of other staff
19.	Ability to work as part of a team
20.	Good communication skills both written and verbal
Behaviours	
21.	Responsibility
22.	Respect
23.	Recognition
24.	One Team: Collaboration
Other	
25.	Willingness to undertake training as required for the role
26.	Commitment to providing a high-quality service
27.	A DBS check is required

Desirable

Desirable criteria will be used in the event of a large number of applicants meeting the minimum essential requirements.

Qualifications/ training/registrations	
28.	City and Guilds 706

Experience	
29.	Staff Management
30.	Wide range of catering experience
Skills, abilities & knowledge	
31.	Budget management experience
32.	Supervisor experience

Approval			
Manager	Headteacher	Date	March 2023