



Job Description

Schools - Generic



Job Title: Cook in Charge	Grade/ Level: L1 – L7 £13.32 - £14.61 per hour	Post Number: CA1833
Directorate: Children Services	Job Family:	Date Prepared: 11.11.2025

Role reports to (Job Title):

Head Teacher Deputy Head Teacher Senior Admin Officer Operations Manager	}	SLT
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Job Purpose: Manage the ordering, preparation, production and finishing of nutritious, balanced and value-for-money meals.

To include planning, ordering supplies, preparation and cooking of nutritionally balanced meals, budget control together with the supervision of staff allocated to work within the kitchen area. Making sure that all meals and deserts are cooked from scratch and not pre-packed ready or frozen ingredients/meals, including the tuck shop the children run.

- Key Accountabilities:**
1. To contribute to managing the catering team, catering premises, budgetary control, meals production and service, ensuring that the service complies with all statutory regulations including food hygiene.
 2. Assist with planning, ordering, receipt and storage of all meals, beverages and snacks, including portion control, menu planning and costing, and when required, provision of special dietary requirements. Services to include functions, Breakfast Clubs, Mid-Morning Breaks, & after school care.
 3. To set up and clearing of the service counter, ensuring that it is clean both on top and underneath the serving counter. To include the service and supervision of food assisting in the replenishment as necessary.
 4. To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements, in Liaison with the operations manager.
 5. To direct the work of general kitchen/catering assistants, according to correct methods and safety rules laid down.
 6. Line manage the MDSAs to ensure that the dining room runs effectively carrying out their target setting and meetings twice per term.
 7. Undertake skilled cooking activities and oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches, making sure that a pudding is offered and made from scratch.
 8. To assist in maintaining and monitoring of hygiene, health & safety in the kitchen and surrounding areas. To include assisting in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy. Including Hazard Analysis and Critical Control Point for food safety. Making sure, all H&S hazards are reported immediately to the operations manager.

9. To share in the school ethos of promoting a positive approach to behaviour management and assist MDSAs in encouraging the schools' values and behaviour policy.
10. To be a part of the school team, making sure that you attend events and help as needed with cooking during Fireworks, Christmas, and Summer Fairs.
11. To have an understanding of child protection, safeguarding policy and procedure.
12. Fulfil personal requirements where appropriate with regard to Organisation policies and procedures, particularly safeguarding, health and safety, equal opportunities, customer care and promotion of the Organisation's Core Values.

Knowledge and Experience:

- A valid food hygiene certificate.
- A basic level of English and Maths.
- Ability to communicate clearly and work as part of team.
- A NVQ 2 or equivalent qualification in catering.
- An understanding and ability to work on a computer and liaise with the whole school diary, checking events and being prepared
- Previous experience of providing catering in the following or similar environments e.g. care home, day care centres, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken.

Decision Making:

Assist with planning and developing the menu, which needs to be agreed by the HT.
Line management of kitchen assistant and MDSAs.

Contacts and Relationships:

LA Officers
Head Teacher, Governors, Midday assistants, Parents and Pupils
Suppliers
Administrative support staff.

Creativity and Innovation:

Menu preparation

Emotional Demands:

Sensitive handling of issues, such as free school meals
Work with colleagues and pupils

Job Specific Competencies:

Being able to provide enough food for all pupils and staff as required.
Being able to provide quality, well presented, food.
Appointment to the post is subject to a satisfactory, enhanced CRB check.

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

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside Council procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the Council's written procedures.

Employee Signature:

Print Name:

Date

Line Manager's Signature

Print Name:

Date: