




National Teaching School
designated by

**National College for
Teaching & Leadership**



GREAT SANKEY HIGH SCHOOL

COOK SUPERVISOR

JOB DESCRIPTION & PERSON SPECIFICATION





GREAT SANKEY HIGH SCHOOL

JOB DESCRIPTION

COOK SUPERVISOR

Core Purpose: As a valued member of the catering team, you will help to assist alongside the Catering Supervisor/Catering Manager in the smooth operation of all kitchens, demonstrating good cooking skills connected to the full range of meals including hospitality with enthusiasm and flare.

Key Responsibilities: Duties will include the preparation of menus, portion control, the provision of special dietary meals to include vegetarian, vegan, cultural background, medical and behavioral needs. To ensure balanced and nutritious meals are prepared within a budget, manage waste, and promote product sales. Our vision is working together to build the best future for all our students in a safe and happy environment.

- Mentor and supervise the team.
- To assist the team in presenting and of serving food in a friendly and efficient manner ensuring customer satisfaction by providing excellent customer service.
- To understand dietary requirements of the customers and refer to the Catering Supervisor/Manager/Allergy Advice File.
- To encourage customers as appropriate to help guide their choice of menu items and increase the awareness of allergens.
- To be responsible for all activities associated with the preparation and cooking of all foods, to meet the specification of customer requirements following allergy regulations.
- To maintain records accurately and in a timely manner in accordance with Departmental procedures, in connection with ordering supplies, stock control and HACCAP.
- Ensure correct stock rotation, storage of food and the cleanliness food store.
- To participate in the care and cleaning of all kitchens, equipment necessary to maintain good hygiene standards.
- To participate in the completion of all necessary daily records in accordance with Food Safety guidelines.
- To participate in the annual performance, stock take, review process alongside Catering Manager/Supervisor.
- Log and report all complaints and compliments to Catering Manager/Supervisor.
- Report any incidents of accident, fire, theft, loss, damage, unfit food, or other irregularities to Catering Manager/Supervisor taking appropriate action where possible.

- To comply with school policies and procedures, statutory regulations according to the workplace this will include health and safety, hygiene and working safely. COSHH.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for Cook Supervisor

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
Advanced Food Hygiene Certificate	X		AF

[B] Experience

	Essential	Desirable	Source
Previous experience in a school environment		X	AF/I
Experience of working within a catering service	X		AF/I
Experience of supervision within a catering service		X	
Administration Experience		X	

[C] Knowledge/Understanding

	Essential	Desirable	Source
Knowledge of H&S procedures and protocols	X		AF/I
Knowledge of use and maintenance of catering equipment	X		AF/I

[D] Personal Qualities and Skills

	Essential	Desirable	Source
Ability to communicate at all levels	X		AF/I
Ability to work within recognised laid-down procedures and follow instructions	X		AF/I
Ability to stand / walk for a substantial amount of working time	X		AF/I
Ability to work effectively under often stressful circumstances	X		AF/I
Ability to multitask, prioritise and work on own initiative	X		AF/I
Well organised and able to work to pre-set deadlines	X		AF/I
Excellent customer service skills	X		AF/I

Excellent attention to detail and accuracy	X		AF/I
Present smart appearance and maintain good personal hygiene	X		AF/I

[E] Pre-Employment Checks

	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)