

## Post 25 Cook

The Cook is responsible to the Catering Manager for organising and overseeing the kitchen and in their absence, to the Headmaster. The primary role to ensure the efficient and smooth day to day running of the school kitchen.

The role will require close cooperation with:

- The Catering Manager
- The Boarding House staff
- EYFS Staff
- Parents and members of staff
- Governors

### General:

West Hill Park School is committed to safeguarding and promoting the welfare of all our children. All staff are trained in child protection and work within the staff code of conduct and whistle blowing policies. All candidates for posts will be asked to provide suitable references, undergo an enhanced DBS check and will be asked, at interview, questions about safeguarding children. The school may contact any of your previous employers.

All posts at West Hill Park require staff to conduct themselves in a highly professional manner when dealing with children, parents and colleagues. Staff are expected to appreciate and promote the ethos and image of the school and should ensure that in all their actions and words they market the school in a positive manner. Disciplinary action may be taken against staff who bring the school's name into disrepute.

Staff at West Hill Park are expected to be aware of their own Health and Safety and to that of those around them and should take all reasonable steps to ensure that no one is placed in danger.

### Specific Duties:

In close consultation with the Catering Manager, the Cook is responsible for:

- Assist with the smooth day to day running of the kitchen with the provision of high quality food and service to all.
- Aiding in all aspects of daily Breakfast, Lunch and Dinner, including Preparation, Cooking, Service and Clear Down.
- Ensuring all regulatory paperwork is completed on a daily basis and that the kitchen is prepared for inspection by regulatory or other bodies at no notice.
- Liaising with staff regarding additional food requirements and special dietary needs.
- Acceptance and checking of deliveries.
- Attending regular meetings within the Catering Department, and other Departments whenever necessary.
- Ensuring management and control of waste.
- Being involved in discussions about menu changes and kitchen operation.
- Other duties, within the Chef's capabilities, may occur at very short notice.
- Developing and maintaining a good working relationship with the Catering Manager is important in every aspect of these duties to ensure the smooth running of the Catering Department.
- On a rota - to work Saturday and Sunday shifts to cater for the boarding children.
- Carrying out reasonable requests that may from time to time be made by the Headmaster or Governors.
- Cleaning (both routine and holiday) as required by the Catering Manager or Headmaster

**Signed: (Headmaster)**

**Date:**

**Signed:**

**Date:**

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Last Reviewed:	July 2021	Next Review:	July 2023	Author/Lead:	HM/Catering Manager