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**Hook C E Primary School
(part of Edukos)**

JOB DESCRIPTION – School Cook

1 Main Purpose of the Job

In accordance with Children, Family and Adult Services Job Profile, and under the guidance of the Head teacher the School Cook will be required to:

- Organise and undertake the preparation, presentation and serving of food and drink in accordance with the requirements of good practice in Hygiene, Health & Safety etc, including the supervision of other catering staff.
- Provide pupils with a healthy and nutritious lunch.
- Prepare food orders, check deliveries, weights, quality and temperature of foods in accordance with the Councils' Policies, Procedures and Financial Regulations.
- Ensure the safe and correct procedures for the storage of food and equipment.
- Ensure the kitchen and dining area are kept clean and suitable for the preparation and serving of food.
- Completion of necessary documentation
- Promotion and marketing of the service by maintaining good customer relations, and where appropriate issuing leaflets, and encouraging pupils to take a healthy hot meal.
- Take responsibility for attending relevant training and courses to further own professional development and qualifications.
- Keep personal food hygiene certificate up to date, and ensure all staff have up to date training.
- Adhere to the need for confidentiality at all times.
- Contribute as a member of the school team to the ethos and environment of the school.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of authority.