

the GREENROOM school

JOB TITLE: School Cook and Housekeeper
LOCATION: Kingsley, Hampshire
REPORTING TO: Danielle Haxby, Head of School

PURPOSE OF THE SCHOOL COOK AND HOUSEKEEPER

To provide healthy and tasty breakfasts and lunches for pupils, staff and visitors at The Green Room School Kingsley (GRK). Catering for allergies and special dietary requests. Being considerate to fussy eaters and encouraging pupils to try new foods.

Observing and complying to strict hygiene rules in conjunction to the Environmental Health Agency. Maintaining a clean and organised kitchen area, ensuring food is stored correctly and prepared and cooked suitably.

To be dressed in suitable clean clothing and wear clean apron and hairnet whilst in the kitchen area. Good personal hygiene essential.

Working within a budget and planning menus on a 3 week rota. Planning and preparing packed lunches for school trips and events.

Maintaining a clean school with daily cleaning and weekly laundry washing.

MAIN DUTIES AND RESPONSIBILITIES

Planning lunches termly on a 3 week rotation. Being prepared to change the menu if the school timetable changes ie a school trip is planned at short notice.

Checking food allergies and special dietary requests of the people being catered for and ensuring that the food served is suitable. Ensuring that any new pupil or staff member is catered for by checking their allergies and diets.

Responsible for ordering food online and receiving the delivery whilst at school. Keeping within the food budget. Keeping records of the deliveries, menus and lunch takers for inspection by the Environmental Health Inspector.

Order other items on the food delivery if staff require anything for cookery lessons, feeding animals, special events etc.

Preparing lunches either on the day or in advance. It is the judgement of the cook whether it is more efficient to batch cook certain meals and freeze. Avoiding cross contamination when preparing and storing food.

Ensuring lunches are ready and served on time. Helping pupils should they need any assistance although teaching staff will be with pupils at lunchtime.

Clearing away breakfast and lunch crockery and cutlery at the end of the sitting. Setting the dishwasher during the day and hand washing when necessary.

Keeping daily food safety records and ensuring all daily tasks are completed and signing off paperwork. Checking equipment is working and logging any problems in the maintenance log book.

Complying to the Health and Safety Policy by using ppe (personal protective equipment) where necessary ie oven gloves.

Taking ownership of the kitchen area, keeping it clean, tidy and sterile. Emptying food caddy and waste bins daily. Cleaning spilt food immediately. Working in a 'clean as you go' approach. Washing the kitchen floor daily after the lunch service. Always consider an unexpected visit from the Environmental Health Inspector therefore always keeping the kitchen area in tip top condition.

Ensuring the kitchen is ready to be used if there is a cookery lesson planned.

Ensuring only food fit for consumption is used and destroying any out of date food. Maintaining stock control, using the food with the earliest use by date first. Labelling food with use by dates.

Ensuring your Food Safety Training is up to date.

Responsible for weekly laundry washing for the school including sports kits, ppe equipment (overalls, gloves, hi-viz vests), kitchen tea towels and oven gloves, cleaning cloths etc. Ensuring the laundry equipment is kept in good working order.

General cleaning of the school bungalow including pupil and staff bathrooms and the Science lab.

All staff members are expected to go above and beyond the call of duty and get stuck in wherever they are needed, no matter what the job involves.