

OMAGH INTEGRATED PRIMARY SCHOOL AND NURSERY



POST TITLE: Cook

HOURS: 25 Hours per week

GRADE: Scale 2 Spinal Points 11-13

SERVICE: Catering

REPORTS TO: Unit Catering Supervisor and Bursar

RESPONSIBLE FOR: The shared supervision of staff

1.0 Job Purpose:

To assist the Unit Catering Supervisor in all activities concerned with the preparation and cooking of meals.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

2.0 Duties and Responsibilities:

- 2.1 Skilled cooking activities connected to the full range of menu provision for example preparation of menus, portion control, special dietary meals, provision of school hospitality and function catering where appropriate.
- 2.2 To assist with:
 - (a) Record keeping
 - (b) Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - (c) The direction and/or shared supervision of other employees.
- 2.3 To undertake operational control of service points including transported meals.
- 2.4 Associated administrative duties as required which may include assistance with:
 - (a) The planning of meals.
 - (b) Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - (c) General kitchen management in the absence of the Unit Catering Supervisor.
 - (d) Shared supervision of other employees.
 - (e) Training of staff.
 - (f) Cash handling duties where appropriate.

- 2.5 General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
- 2.6 Assist in the promotion of the service to parents and customers to increase the uptake of meals.
- 2.7 Securing of premises as required.
- 2.8 Duties as delegated in connection with service provision.

3.0 General Conditions:

- 3.1 All duties must be carried out to comply with:
 - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements.
 - (b) Codes of Practice.
 - (c) General Data Protection Regulations 2018 (GDPR)
- 3.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 3.3 All necessary administration must be completed as required.
- 3.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.