

LINCOLNSHIRE COUNTY COUNCIL	
JOB DESCRIPTION	
DIRECTORATE: Children's Services	Division/Section/Branch: Schools
Service/Sub-Division:	
JOB TITLE: Cook-in-Charge – Special School	JEM Number 01-165
GRADE:	
REPORTS TO: Headteacher (or other designated person)	
1.	PURPOSE OF JOB: Under the general direction of the Headteacher be responsible for the school kitchen, the preparation and cooking of meals including the preparation of menus and supervision of staff. Carry out administrative duties as required.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> i Decide on appropriate menus, prepare and cook meals in accordance with menus ii Assist Headteacher to ensure that a high standard of hygiene and health and safety standards are maintained iii Supervision of all staff employed in the kitchen iv Assist with serving meals v Order supplies; ensure adequate stocks of food are maintained. vi Completion and maintenance of records as appropriate vii Ensure that kitchen equipment is maintained, reporting items for repair as necessary
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE Day to day supervision of kitchen staff (up to 4 people), oversee quality of work and ensuring that hygiene standards are met and maintained
4.	CREATIVITY AND INNOVATION Working within policies and procedures the postholder will have opportunity for some creativity in menu planning subject to individual dietary requirements.
5.	CONTACTS AND RELATIONSHIPS

	<p>Daily contact with Headteacher, employees working in the kitchen, other employees of the school and pupils.</p> <p>Occasional contact with visitors to the school, School Governors.</p> <p>Regular contact with suppliers of goods and services.</p>
6.	DECISIONS
	<p>a)Discretion</p> <p>The postholder has discretion to plan the day to day menu within a specified budget.</p>
	<p>b)Consequences</p> <p>Impact of work would be on student's lunches, problems quickly identified and easily remedied.</p>
7.	RESOURCES
	<p>Kitchen equipment, crockery, cutlery.</p> <p>May be required to handle cash.</p>
8.	WORK ENVIRONMENT
	<p>a) Work Demands</p> <p>The work is subject to changing demands but does not impact on the overall tasks to be carried out.</p>
	<p>b) Physical Demands</p> <p>Working with kitchen equipment may be required to lift heavy pans.</p>
	<p>c) Working Conditions</p> <p>Working in a kitchen area on school premises in lit and ventilated environment.</p>
	<p>d) Work Context</p> <p>May be at some risk from use of equipment e.g. heat from ovens. The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.</p>
9.	KNOWLEDGE AND SKILLS
	<p>Intermediate Food Hygiene Certificate.</p> <p>Relevant experience of working in a busy kitchen and cooking for large numbers of people.</p> <p>Staff supervision.</p> <p>C&G 706/1 and 706/2, NVQII in food preparation or equivalent.</p> <p>Administrative skills.</p>
10	GENERAL
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	

Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Cook in Charge - Special Schools	JEM Reference No. 01-165
Directorate Schools	Evaluation Date 28/1/07
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	3(up to five)	46
Dispersal		
Creativity and Innovation	3	52
Contacts and Relationships	2	38
Decisions Discretion	2	36
Consequences	1	12
Resources	2	20
Work Environment Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	3	112
TOTAL POINTS		372
GRADE		Grade 5

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project