

## CATERING DEPARTMENT

### Job Description

**Job Title ;** Evening Duty Chef/Cook

**Responsible to;** Catering Management Team

**Main Purpose;** To provide meals as required to the highest standard whilst upholding Health & Safety, Fire, Food & Hygiene rules & regulations.  
To ensure safe food is served.

**Salary;** from £8.01 per hour

**Hours;** Evenings, from 5pm to 7pm during term time only

**Responsibilities;**

Ensure a high level of hygiene of premises equipment & staff.

Ensure that the preparation of food is of the highest standard and complies with all Food Hygiene regulations.

Ensure that all machinery is safe to use and if not report any faults at once to the Catering Management.

Supervise Staff ensuring they carry out their duties in a correct manner, wearing the correct uniform at all times.

Ensure all goods & deliveries are correct against invoices.

Ensure all temperature controls & hazard analysis procedures are in place & followed correctly.

Ensure all Laundering of tea towels etc.

Ensure the removal of waste food and rubbish at appropriate times to designated areas.

Comply with health & Safety regulations, C.O.S.H.H. Regulations, Fire policy & report hazards to management.

Follow Tonbridge School policy in dealing with customer Comments & complaints.

Ensure that staff under the age of 18 do not use any dangerous equipment.

Perform any other duties that may be required.

The Post holder is also responsible for promoting and safeguarding the welfare of children and young persons for who he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the schools Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any or actual potential risks to the safety or welfare of children in the school he/she must report any concerns to the schools child protection officer or to the Headmaster

## Person Specification

Position of; Duty Cook

Department; Catering

### Education Qualifications Required

Basic Reading Writing & Arithmetic Skills

Basic Food Hygiene Certificate

Catering Qualifications preferable

### Experience.

Previous catering/ kitchen experience.

Sound knowledge of Health & Safety, HACCP & COSHH Regulations

Working as part of a team.

### Skills

Demonstrate an ability to work with people at different levels within the organisation.

Good verbal communication skills

Planning & Organisational Skills

### Work Related

High Standard of personal cleanliness & appearance

General level of fitness