



**JOB DESCRIPTION**  
**Hope House School**

**Job Description:** Cook

**Responsible to:** Support Services Manager  
Group Services Manager  
Headteacher

**Functions of the Post:**

To generally manage and oversee the provision of the catering service within an agreed budget.

To ensure the school complies with all food safety legislation.

**Duties and Responsibilities:**

**THE OPERATION**

- To ensure the offer of nutritionally analysed menus that are carefully prepared and appropriate in balance colour, content, style and cost
- To provide staff and guests with quality wholesome meals and snacks
- To comply with SENAD Group and Schools policies
- To report the weekly financial performance to the Group Manager
- To liaise with relevant Heads of Department to achieve operational objectives
- To help raise the profile of nutritious school food with the pupils and staff
- To ensure all food safety records are being recorded using Reli\_Safe
- To carry out all reasonable management requests
- Acting as the lead for the catering assistant.

**STAFF:**

- To ensure all appropriate information is communicated and cascaded to the management and staff
- To complete any training sessions requested by Senad Group

**BUDGETS:**

- Place orders using the online ordering platform for catering and housekeeping departments
- To ensure all meals are served according to the recipes and budget provided
- To ensure that the stock and cash are accurately recorded daily and kept within agreed financial targets to control and monitor all areas of expense to ensure achievement of the budget
- To ensure procedures for accurate receiving, appropriate storing and security of all goods are in operation



**HOPE HOUSE  
SCHOOL**  
part of the SENAD Group

You will be jointly responsible for the safeguarding of vulnerable children and young people in our care; it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.

You as an employee are required by the Health and Safety at Work Act 1974 to:

Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;

Co-operate with the Company to ensure compliance with the law;

And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:

Inform your employer of any situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.

Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_