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| **JOB DESCRIPTION** |

**Job Title: Cook Responsible to: HR & Welfare Manager**

**Job Purpose**

* Planning, ordering, preparation and cooking of lunches for large numbers of people, ensuring a healthy well balanced diet is available to all learners. The Environmental Health, Safety and Hygiene of the kitchen area ensuring all regulatory requirements are implemented and adhered to.

**Kitchen Management**

* Ensure all regulations relating to Environmental Health are implemented in order to maintain safe, hygienic and compliant food preparation and storage areas.
* Ensure all Health & Safety measures are implemented in the kitchen and dining areas.
* Plan menus, shopping lists and shop for items with our learners
* Plan cooking activities that enable learners to be involved in the whole process. Ensure the safe preparation, cooking and serving of food at meal times.
* Ensure our 5 Star Environmental Health rating is maintained
* Complete food safety and hygiene compliance data as required
* Manage menu preparation to provide for all dietary requirements and a well-balanced diet with appropriate portion sizes.
* Provide learners and staff with appropriate guidance and support to help support learners development in the area of food preparation and cooking, and as an appropriate work experience tool.
* Promote learner choice and independence.
* Manage the budget to ensure appropriate quantities of food are bought in order to support choice but minimise wastage.
* Ensure food stock is purchased and then stored according to manufacturer’s instructions and rotated according to use by dates.
* Safely dispose of all out of date or unwanted food.
* Check and record fridge & freezer temperatures on a daily basis.
* Ensure kitchen is clean, tidy and free of hazards at all times.
* Ensure ovens are cleaned regularly
* To risk assess all hazards in the kitchen area in order to minimise risk to learners and staff.

**Care and Welfare**

* Safeguard learners in your care
* Ensure risk assessments are up to date

In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College’s requirements.