Cuffley School

Pay Grade: HB 2

Purpose of the Role: To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the cook / chef.

Responsibilities:

- Prepare, cook and serve food and beverages, as directed
- Operate kitchen equipment, following training
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Prepare and clear kitchen and dining areas
- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables

Individuals in this role may also undertake some or all of the following:

- Assist in moving and setting up dining furniture
- Assist with delivering catering for functions.

Knowledge	Competencies
Level 2 award in food safety	Communication (written and verbal)
Level 1 Safeguarding / Awareness of keeping children safe	Listening
	Team working
Awareness of Control of Substances Hazardous to Health (COSHH)	Planning and organising
	Customer Service
Good knowledge of Health and Safety	Flexibility
Understanding of the Schools Ethos, Vision and Values	
Manual Handling	

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.