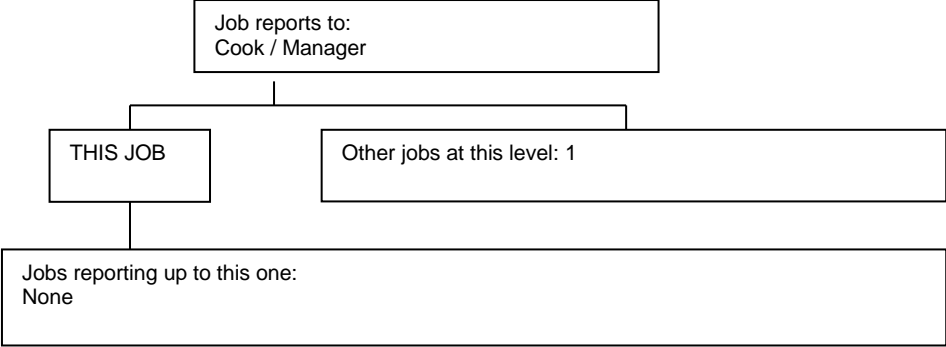




	<p>and to implement it with the mutual agreement of the cook / manager and the rest of the team</p> <ul style="list-style-type: none"> <li>• Uses initiative in the preparation of food and observes the requirements of food hygiene legislation</li> <li>• Ability to give routine advice and seek information from pupils and staff</li> <li>• Uses their knowledge and understanding of pupils needs in relation to their dietary requirements</li> </ul>
<b>5.</b>	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>• Under the guidance of the cook / manager / Headteacher</li> <li>• All staff, pupils, parents, and governors</li> <li>• Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies, NHS staff</li> <li>• Oral communication with line manager in relation to carrying out duties</li> <li>• Reporting to the cook manager / Headteacher and alerting other members of staff to potential hazards</li> <li>• Promoting the catering service to all customers including parents and pupils by taking part in activities designed to increase meal take-up</li> <li>•</li> </ul>
<b>6.</b>	<p><b>DECISIONS – discretion and consequences</b></p> <ul style="list-style-type: none"> <li>• Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> <li>Induction Handbook</li> <li>The Food Safety Management System</li> <li>The Operations Manual</li> <li>COSHH Manual</li> <li>Risk Assessment Manual</li> </ul> </li> <li>• Reports poor work practices by others including instances of safe working being at risk and contraventions of food hygiene legislation and good work practices</li> </ul>
<b>7.</b>	<p><b>RESOURCES</b></p> <ul style="list-style-type: none"> <li>• Assists in maintaining all storage, preparation, serving and dining areas in a clean and hygienic condition</li> <li>• Assist in the recording of temperatures on the temperature log, including equipment, food preparation and service</li> <li>• Assist in the care and maintenance of equipment used in the provision of a lunchtime service in a clean and hygienic condition</li> <li>• Reporting defects / potential hazards with equipment to the Cook / Manager, Headteacher or Head of Department</li> <li>• The efficient use of services such as gas, electricity and water</li> <li>• Correct and careful use of all cleaning materials used in the provision of the service</li> </ul>
<b>8.</b>	<p><b>WORK ENVIRONMENT –</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>• Works under the direction of the cook / manager. Work may be subject to some change and interruption e.g. menu changes</li> </ul>

	<p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>• Periods of standing, lifting of heavy equipment and moving trolleys around school</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Hot working conditions</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>• Using electrical and gas equipment and sharp knives</li> <li>• Handling of heavy items</li> <li>• Contact with steam, hot water and hot surfaces</li> <li>• Handling of food</li> <li>• Contact with cleaning and washing chemicals</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge and appreciation of the need for a caring approach with children and young people to develop good dietary habits</li> <li>• Knowledge and understanding of the importance of good personal hygiene</li> <li>• Be aware of and implement Health &amp; Safety responsibilities</li> <li>• Demonstrate good interpersonal skills and be able to work as part of a team</li> <li>• Time management</li> </ul>
10.	<p><b>Position of Job in Organisation Structure</b></p>  <pre> graph TD     A["Job reports to: Cook / Manager"] --- B["THIS JOB"]     A --- C["Other jobs at this level: 1"]     B --- D["Jobs reporting up to this one: None"]   </pre> <p>The diagram is an organizational chart. At the top is a box labeled "Job reports to: Cook / Manager". A vertical line descends from this box and splits into two horizontal lines. The left horizontal line leads to a box labeled "THIS JOB". The right horizontal line leads to a box labeled "Other jobs at this level: 1". From the bottom of the "THIS JOB" box, a vertical line descends to a box labeled "Jobs reporting up to this one: None".</p>