

WARGRAVE HOUSE SCHOOL

JOB DESCRIPTION

Job Title:	Cook
Responsible to:	CEO
Directly Reporting to:	Catering Manager
Staff Reporting Directly to;	N/A

General Responsibilities

Under the direction of the Catering Manager:-

- To prepare, cook and provide meals in accordance with the menus planned and agreed by the Catering Manager. Ensure meals are available for staff/students at agreed times for both dining room and trolley service
- Be aware of the individual dietary requirements for students and staff (eg allergies, vegetarianism, gluten-free) and ensure these are adhered to at all times
- Assist with monitoring food supplies so stock is maintained
- Assist with deliveries ensuring they are put away and stored correctly and documentation correctly completed
- To uphold the values and approaches contained within the National Healthy Schools programme.
- To keep all equipment in a good state of repair and replaced when necessary.
- To report any breakages, damage or repairs etc to the Catering Manager.
- To attend seminars, courses etc in order to keep abreast with current trends in food and hygiene.
- Undertake general cleaning duties including maintaining all areas of the kitchen to a high standard of cleanliness, cleaning equipment, washing up, preparing/unloading trolleys and undertaking other duties considered reasonable to the role.
- To become familiar with and observe the School's Health & Safety Policy, Fire Policy and discipline and grievance procedures, and any other policy or guidelines which may bear on proper legal and safe job practice.

- To attend staff and extra curricular meetings as necessary including Inset Days.
- To maintain strict confidentiality concerning individual pupils.
- To undertake specific tasks as required by the CEO
- To be prepared to cover staff absence if necessary by working extra hours.
- .To undertake specific tasks during school closure when necessary.
- To ensure that your conduct within and outside the establishment does not conflict with professional expectations of Wargrave House School.

Care Standards Act 2000, and The Health and Social Care Act 2008, revised 2018 (Regulated Activities) Regulations 2010

It is a requirement upon all staff to report (to the designated Safeguarding Lead, Chief Executive, Head of Education, or the Governing Body, or to the National Care Standards Commission or other approved inspectorate with which the service has an agreement for inspection under the Children Act 1989, or to the local social services authority or to the police) any concerns they may have about practices in the service, or the behaviour of colleagues, which they consider likely to put at risk of abuse or other serious harm. Staff have a duty to prevent vulnerable students or colleagues from being drawn into terrorism and are required to report any concerns following the Company's Safeguarding Prevent procedures.

Wargrave House Limited provides a guarantee that the procedures will be invoked in ways that do not prejudice any whistle blower's own position and prospects if they have reported an allegation or concern in good faith.

It is now a requirement that your job description makes it clear that failure by a member of staff to report actual or reasonably suspected physical, sexual or emotional abuse or neglect of a student is a disciplinary offence.

Additional information

The work at Wargrave House for those working directly with the service users can on occasion be physically demanding and employees must be able to undertake in full the requirements of the job and requisite training.

For the safety of staff and the service users, training will be provided to assist employees to carry out their role, specifically Team Teacch, Moving & Handling, First Aid and Health & Safety training (this provides staff with the skills to carry out the sometimes necessary holds in a reasonable and proportionate manner. Employees will be required to fully participate in all training.

Having a disabling condition does not preclude you from working for Wargrave House. However you should make Wargrave House aware of any adaptations required to enable you to undertake the work.

Confidentiality

Maintain confidentiality for all areas of Wargrave House Limited, its staff and its work. The nature of the work within the service entrusts people with confidential information about the students, their families and staff. Any breach of this confidentiality will constitute gross misconduct.

Note: This job description reflects the present requirement of the post. As duties and responsibilities change and develop, the job description will be reviewed and subject to amendment.

Wargrave House Limited operates a safe recruitment process. Appointment to the post will be subject to suitable references and an enhanced Disclosure Barring Service check. Wargrave House Limited is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Signed and accepted:

Print name

Date: