

Job description for Kitchen Supervisor/Cook at Upottery Primary School

- Preparing, cooking and serving fresh, nutritious school meals each day.
- Managing the day-to-day operation of the kitchen, ensuring a safe, organised and efficient working environment
- Collaborating with Educatering to plan and develop seasonal, nutritious menus, contributing your own ideas and recipes while ensuring all special dietary requirements and food allergens are safely catered for.
- Ordering food and kitchen supplies within agreed budgets.
- Monitoring stock levels and minimising food waste.
- Maintaining excellent standards of food hygiene, cleanliness and health and safety.
- Completing all required food safety records and documentation.
- Receiving and checking deliveries.
- Carrying out daily and periodic cleaning schedules.
- Building positive relationships with pupils, school staff, suppliers and the Educatering support team.

While you'll take ownership of the kitchen each day, you won't be on your own. Through our partnership with Educatering, you'll receive:

- Ongoing operational support from experienced school catering professionals.
- Training and professional development opportunities.
- Food safety, compliance and nutritional guidance.
- Support with menu planning and recipe development.
- Advice and assistance whenever you need it.

We encourage you to share ideas, introduce new recipes and help shape future menus, ensuring our food remains fresh, nutritious and something children look forward to eating.

- Has previous experience in a catering or school kitchen environment.
- Holds (or is willing to obtain) a Level 2 Food Safety & Hygiene qualification.
- Has a good understanding of food allergens and special dietary requirements.
- Can work confidently on their own and manage their time effectively.
- Takes pride in producing high-quality food.
- Is organised, reliable and approachable.

- Enjoys being part of a school community and understands the importance of providing an excellent service for children.
- A rewarding role making a real difference to children's wellbeing.
- Term-time only – no evenings or weekends.
- The opportunity to lead your own kitchen.
- The support, training and expertise of Educatering.
- A welcoming and friendly school environment.
- Pension scheme and other employee benefits.