

The SENAD Group  
ROWDEN HOUSE SCHOOL  
Job Description

**JOB TITLE:** Cook  
**MAIN LOCATION:** Rowden House School and Winslow Court  
**RESPONSIBLE TO:** Chef Manager, Head Teacher  
**SUBORDINATES:** None

**MAIN RESPONSIBILITIES:**

- To assist the Chef Manager to provide a quality meal service to Rowden House School and staff, residents and visitors.

**KEY TASKS:**

- To prepare and cook food for staff, residents and visitors, including the preparation of special meals and party foods.
- To respect special dietary needs for certain residents and staff.
- To assist with the distribution of meals to all houses.
- To follow site policies and procedures in relation to Environmental Health, Health & Safety and Food Handling.
- To ensure all crockery and cutlery are in a clean condition prior to and after use.
- To ensure that the kitchen and associated equipment is kept in a clean and hygienic condition.
- To maintain high standards of cleanliness and hygiene within the work environment.
- To be jointly responsible for the safeguarding of children and vulnerable adults in our care, it is a requirement of this role that you adhere to all relevant safeguarding policies and procedures.
- Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.
- To undertake any other duties reasonably expected of a Cook.

**You as an employee are required by The Health & Safety at Work Act 1974 to:**

- Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do;
- Cooperate with the Company to ensure compliance with the law;

**And Under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

- Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety.

Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others.

**The content and reporting lines will be reviewed regularly and will change over time.**