CONTEXT STATEMENT

Job title:	Cook Supervisor
Directorate / Service / team:	Outdoor Education Service / Leeson House Field Studies Centre
Location:	Langton Matravers, near Swanage
Reports to:	House and Catering Manager

Organisation Structure
In total there are 24 staff at the Centre in role, under the leadership of our Centre manager.
Our cook works with a team of kitchen and facilities assistants under the direction of our Senior Cook, and line managed by our House and Catering Manager.

However, being one of the two cooks in the kitchen, but with a 7 day per week, 3 meals per day service, the person undertaking this role is regularly in sole charge in the kitchen – working without supervision and managing the kitchen team catering for up to 100 people at a time, deputising for the Senior Cook.

Context of Work
Our meals service has outstanding feedback, and we are extremely proud of the fantastic food that our kitchen team plan, prepare and serve.

For our visiting school groups, we prepare cooked breakfasts, sandwich lunches, and two-course evening meals using seasonal ingredients. We take pride in providing nutritious, delicious, creative, and satisfying meals tailored to the needs of our guests. Our visitors range from children aged 7 through to university students, so menus must be adapted to suit a variety of age groups and ever-more complex dietary requirements.

We do not have a fixed menu. Instead, menus are planned weekly by the Senior Cook and we actively encourage our cook to contribute ideas, share expertise, and bring their own creativity to the menu planning process.

You will maintain records, check food deliveries and supervise other kitchen staff to ensure best practise in matters relating to food preparation, service and use of the kitchen. Maintaining food safety and hygiene standards is a priority.

During school holidays we have far fewer catered groups on site, though the groups we do have do still require some catered (or part catered). For those groups that we do have, this role will often be taking sole charge of the kitchen management at this these times, ensuring the timely and safe service of meals.

At times of year when there is no catering requirement, staff will often take annual leave / flexitime leave, or be involved in other parts of the Centre's work – maintenance, grounds or housekeeping.

The post is advertised for 37.5 hours per week and includes early mornings, evening work and weekends with the likelihood of split shifts. Hours are likely be longer in peak season however flexi time will be used to help meet demand in busier periods and the somewhat quieter moments during the year.

Whilst the job advertised is a full-time role, it is possible that we can offer some form of job share for the right candidate or candidates. Please call us if this might be of interest. We'd be delighted to hear from you.

Dorset Council

Other information
There is a requirement for an enhanced children's DBS for this role.

Context statement prepared by:			
Manager	James Dawkins	Date	05/11/26