JOB DESCRIPTION

**POST TITLE**: Assistant Cook

**GRADE:** Band 5

**REPORTS TO:**

**MAIN PURPOSE:** To work under the direct instruction of the Cook, in the absence of the Cook to be responsible for all catering activities in the unit, ensuring that all contractual obligations are met, guidelines followed and that the school receives agreed quality standards. To work within the Catering Team, supervising catering staff and ensuring compliance with all Food Safety and Health & Safety legislation. To ensure that problems are resolved or referred to an appropriate level.

### TASKS:

* To assist the Cook in the provision of food/beverages
* To assist in the menu planning and ordering in accordance with guidelines
* To assist in the control of portion sizes in accordance with specifications
* To assist in the control and recording of production of foods
* To assist in the control and recording of waste food
* To assist in the control and recording of temperatures in relation to hygiene regulations
* To assist the Cook with the organisation of food service arrangements
* To count and record stock as required
* Attending meetings and training events as required
* To assist in the recording of all aspects of Health & Safety and Hygiene as required by the School
* To be able to carry out all clerical tasks e.g. ordering of supplies and equipment, timesheets, completion of relevant forms, record keeping
* To assist in the storage, monitoring and recording of all food and equipment in the school as required
* To ensure that all operations are carried out in accordance with the relevant Health & Safety legislation
* Reporting maintenance requirements of both equipment and premises to the Cook
* Food preparation, cooking and washing up duties as directed by the Cook
* Cleaning of light and heavy kitchen equipment, dining areas and furniture
* Following instructions to comply with all COSHH and Health & Safety guidelines.
* In the absence of the Cook, to undertake all of the Cooks duties
* To follow personal cleanliness and hygiene guidelines and regulations
* The serving of meals adhering strictly to hygiene regulations
* To take reasonable care of your own Health & Safety and co-operate with management, as far as is necessary to enable compliance with the School’s Health & Safety rules and legislative requirements
* To assist in the training and development of staff and undertake such personal training that may be deemed necessary to meet the duties of the post
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed: Date:

**PERSON SPECIFICATION**

**POST TITLE:** Assistant Cook

**GRADE:** Band 5

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/**  **TRAINING:** | * Food Hygiene Certificate * Willingness to participate in training and development opportunities | * NVQ level 1 or 2 in Food Preparation/Cooking or equivalent |
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| **EXPERIENCE:** | * Recent catering experience * Experience of working as part of a team | * Experience of catering for school children |
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| **SKILLS/**  **KNOWLEDGE:** | * The operation of catering equipment/machinery * The ability to communicate with children and adults * Record keeping and basic administrative skills * A knowledge of basic catering practices * Knowledge of COSHH and Health & Safety regulations * The ability to work to deadlines * Be able to use own initiative and work as part of a team * Knowledge of children’s dietary requirements and healthy eating |  |
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| **PERSONAL ATTRIBUTES:** | * Friendly and approachable manner * A high level of personal cleanliness and appearance * Flexibility * A commitment to working as part of the whole school team and supporting the vision and aims of the school |  |