

Assistant Cook Job Description

Reporting to: Catering Manager
Salary Scale: NJC Grade D1 Point 3-6

Main Purpose:

The Assistant Cook will be responsible for:

- Assisting and supporting the Catering Manager in the provision of an efficient and effective catering service in accordance with healthy eating and DFE guidance.
- Assisting in the planning, preparation, cooking, presentation and serving of meals and snacks.
- Ensuring that food hygiene and health and safety regulations are in place and adhered to, including the completion and recording of necessary inspections and checks.

Duties and Responsibilities:

Operational:

- Assist in developing and maintaining a friendly and helpful atmosphere and deal with any feedback, including complaints, in a professional manner.
- Assist in the organisation of catering staff workloads, including covering for absences.
- Assist in ensuring sufficient and varied menus are provided to meet dietary and healthy eating requirements.
- Assist in the ordering of all commodities, checking and appropriate storage of deliveries.
- Ensure that all food delivered is handled and stored correctly, including the rotation of stock.
- Ensure that maintenance, service and deep cleaning requirements are carried out as a necessary to ensure a clean, safe and workable environment at all times.
- Assist in cleaning tasks within catering areas.
- Maintain a high standard of food and kitchen hygiene.
- Ensure that equipment and appliance inspections and checks are carried out and recorder as required.
- Report any faults with equipment and appliances to the Catering Manager and make arrangements to repair.
- Assist in organising, preparing and carrying out special catering function work as required.

Administrative:

- Complete administrative duties to the required level of accuracy;
- Act as a cashier and take the correct payment for food and/or beverages purchased;
- Assist in stock take and procurement procedures as required;
- Assist in the implementation of financial procedures and activities within the catering service;
- Input and extract information from the schools catering system as required.

General:

- Keep up to date as required with catering, food hygiene and health and safety regulations and communicate these to colleagues as appropriate;
- Attend relevant meetings, events and training sessions;
- Undertake first aid training and responsibilities as required;
- Support the Catering Manager in providing information to the Headteacher, Governing Board and its committees as appropriate and when required;
- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body;
- Uphold the school's policy in respect of child protection and safeguarding matters;
- The postholder shall be subject to all relevant statutory and institutional requirements.;
- The postholder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and it may be subject to modification at any time after consultation with the post holder.
- All members of staff are required to participate in the school's appraisal scheme.

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Main duties and responsibilities are indicated above. Other duties of an appropriate level and nature may also be required, as directed by the headteacher

Other areas of responsibility:**Safeguarding:**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the DSL to promote the best interests of pupils, including sharing concerns where necessary.

Employee Name:

Signature:..... **Date:**.....

..... **Date:**.....

Signed On behalf of Rainham Mark Education Trust

Person Specification:

CRITERIA	QUALITIES	
	Essential	Desirable
Qualifications and Experience:	<ul style="list-style-type: none"> • Educated to at least GCSE grade C standard or equivalent in English and mathematics. • Experience of working in a catering environment. 	<ul style="list-style-type: none"> • Further education qualification(s) in relevant field. • Experience of working in a school or similar establishment. • Experience of cooking and catering. • First aid qualification or willingness to gain one. • Level 2 Food Hygiene Certificate • Line Management of staff.
Knowledge and Skills:	<ul style="list-style-type: none"> • Ability to build and form good relationships with students and colleagues. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. • Able to work as part of a team. • Good standard of numeracy and literacy skills. • Able to work in collaboration with Line Manager to ensure a high quality service, which meets appropriate standards. • Able to supervise a team of staff, delegating duties as required. • Knowledge of current legislation and requirements included in DfE guidelines for the provision of school meals. • Knowledge of the importance of health and safety and food hygiene in a catering environment. • Effective numeracy skills to support finance-related tasks. 	<ul style="list-style-type: none"> • Ability to cater for specific individual needs. • Effective IT skills. • Administrative skills. • Promoting the catering service and healthy eating options to its customers. • Liaising with outside agencies regarding catering legislation and guidance. • Dealing with catering suppliers, both for produce and equipment. • Effective ICT skills. • Affective administrative skills to support appropriate tasks.
Personal Qualities:	<ul style="list-style-type: none"> • Able to work flexibly to meet deadlines and respond to unplanned situations. • Initiative and ability to prioritise own work. • Enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of safeguarding children. • Recognition of the importance of personal responsibility for health and safety • Commitment to the school's ethos and aims. Commitment to the highest standards of child protection and safeguarding. • Recognition of the importance of personal responsibility for health and safety. • Commitment to the school's ethos, aims and its whole community. 	