

Post Title	Assistant Cook
JD Ref No.	ESP020
Responsible To	Catering Manager
Grade	Grade 3

Purpose	<p>To support the delivery of a high-quality, customer-focused catering service to students, staff, and visitors by preparing, cooking, and serving food on a large scale in line with food safety, hygiene, and school standards. The role also involves maintaining a clean, safe, and efficient kitchen environment and, where required, supervising kitchen operations in the absence of the Catering Manager to ensure continuity of service.</p>
Main Duties and Responsibilities	<ul style="list-style-type: none"> • To prepare, cook, bake, portion, and present food in accordance with agreed recipes and menus, ensuring food is attractive and encourages healthy choices. [• To assist in and organise the service of food, including the transportation and serving of meals where required. • To prepare food and service areas, including hot cupboards and equipment, ensuring efficient service delivery. • To supervise kitchen operations and maintain service standards in the absence of the Catering Manager. • To monitor stock levels, ensure correct stock rotation, and assist with ordering supplies through the Catering Manager. • To maintain high standards of cleanliness and hygiene in line with food safety and health and safety regulations. • To ensure separation of raw and cooked foods and maintain safe food handling practices at all times. • To operate kitchen equipment safely and carry out routine safety and quality checks. • To clean kitchen areas, equipment, and utensils to agreed standards. • To undertake record keeping, including stock control and equipment reporting. • To ensure the kitchen and service environment is safe, secure, and compliant with all regulations. • To assist with training and provide support and guidance to other catering staff where appropriate. • To undertake any other duties required to ensure an effective and efficient catering service. • To complete training (on-site and off-site) as required by the Trust.

Support for the Academy	<ul style="list-style-type: none"> • Work within your training and role to support a safe and effective school environment. • Be aware of and comply with policies and procedures relating to safeguarding, child protection, health and safety, security, confidentiality, and data protection, reporting concerns appropriately. • Contribute to the overall ethos, aims, and objectives of the school. • Establish positive working relationships with colleagues and stakeholders. • Participate in training, meetings, and development opportunities as required.
General	<ul style="list-style-type: none"> • Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person. • Contribute to the overall ethos, work and aims of the school. • Appreciate and support the role of other professionals. • Attend relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Treat all users of the school with courtesy and consideration. • Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities for all. • Comply with health and safety policies and procedures at all times • Promote and ensure the health and safety of school users at all times

	Essential	
Qualifications/Training (Competencies)	<ul style="list-style-type: none"> • Basic Food Hygiene certificate or equivalent experience 	<ul style="list-style-type: none"> • NVQ Level 2/3 in Catering, Cookery, or similar
Relevant Experience & Skills	<ul style="list-style-type: none"> • Experience in catering or food preparation • Ability to work efficiently and use initiative. • Good communication and interpersonal skills • Ability to work as part of a team and use initiative • Knowledge of food hygiene and health & safety practices 	<ul style="list-style-type: none"> • Experience supervising staff or deputising for a Catering Manager • Experience working in a school or large-scale catering
Knowledge	<ul style="list-style-type: none"> • Understanding of food safety, hygiene, and safe working practices 	<ul style="list-style-type: none"> • Knowledge of stock control and menu planning
Other	<ul style="list-style-type: none"> • Ability to maintain high standards of cleanliness and organisation • Positive, proactive approach to work 	

ADDITIONAL INFORMATION	<ul style="list-style-type: none"> • Requirement for some out of school activity, working additional weeks during school closures to support specific activities or events as appropriate • It is the practice of this school periodically to examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the school's aim to reach agreement on any alterations. If this is not possible the Headteacher reserves the right to insist on changes to job descriptions after consultation. • All external appointment are subject to Cumbria Education Trust's standard probation periods and assessment
SAFEGUARDING	<ul style="list-style-type: none"> • Cumbria Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. • It is the responsibility of all adults employed by CET to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned, or contracted to work with children or young people. • Applicants for all posts must be willing to undergo safeguarding and DBS screening appropriate to the post.

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