

Job Description

Job Title	Assistant Cook
Grade	C/D
Responsible To	Catering Manager / Trust Catering Lead / Headteacher
Staff Managed	None
Job Family	Catering
Job Purpose	<p>The core focus of this job is to assist the Catering Manager in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room. The post holder is required to assist the Catering Manager in the performance of their duties, In the absence of the Catering Manager the deputising role will cease and the Assistant Cook will assume the duties and responsibilities of the Catering Manager.</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Assist the Catering Manager in the following operational duties:- • The ordering of goods and materials • The receipt and storage of goods and materials in good order • Refilling sauces, condiments and other consumables • Preparation, cooking and service of appetising and nutritious food and beverages as directed • The preparation of the dining room for service including putting in place dining tables and chairs • Washing up, clearing and cleaning the kitchen, dining room and associated areas
Communications	<ul style="list-style-type: none"> • Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits • Listen actively and respond to the concerns of children and young people • Oral communication with the Catering Manager and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen. • Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake • Liaising with Catering Manager on issues relating to the standards of service in school • Working with children, teachers and parents to encourage healthy eating
Resource Management	<ul style="list-style-type: none"> • Assist the Catering Manager in the Management of the following resources: • Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records • Assist the Catering Manager in the careful use and maintenance of equipment and reporting faults • The efficient use of services including gas, electricity and water
People Management	<ul style="list-style-type: none"> • Assist the Catering Manager in the supervision of catering staff by allocating, overseeing and checking the work as required
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> • Carry out all work in accordance with relevant policies, procedures and regulations <ul style="list-style-type: none"> • The Food Safety Management System • COSHH • The Risk Assessment Manual

	<ul style="list-style-type: none"> • Trust policies & procedures • Assist the Catering Manager to complete all required weekly / termly paperwork and returns accurately and timely
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health & Safety, food hygiene and COSHH regulations at all times • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Grade	C/D	
Responsible To	Catering Manager / Trust Catering Lead / Headteacher	
Staff Managed	None	
Job Family	Catering	
Essential	Desirable (if not attained, development may be provided for successful candidate)	
Knowledge and Experience		
<ul style="list-style-type: none"> • Knowledge of current guidance and legislation with respect to food hygiene and food safety • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment • Experience of working in catering establishments including the cooking and service of food 	<ul style="list-style-type: none"> • Knowledge and understanding of current guidance and legislation with respect to catering in schools (Nutritional Standards) • Knowledge of the work of the School Food Trust • Promotion skills to encourage the uptake of healthy school meals • Experience of supervising staff 	
Occupational Skills		
<ul style="list-style-type: none"> • The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties • Be reliable, dependable and have a smart and tidy appearance • Be able to work as part of a team • Good interpersonal communication skills • A good standard of cookery skills 		
Qualifications		
<ul style="list-style-type: none"> • Level 2 Award in Food Safety in Catering • Food hygiene certificate 	<ul style="list-style-type: none"> • Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy 	
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS clearance • Physical ability to carry out the duties of the role 		