



# Underley Garden

## JOB DESCRIPTION

**Job Title:** Assistant Cook

**Reports to:** Kitchen Manager

**Location:** Underley Garden, Kirkby Lonsdale

**Review and Amendment:** This job description will be reviewed annually and may be subject to modification and amendment following consultation between the organisations SLT and the post holder.

### **Main Purpose of the Job:**

*The post holder will:*

- Work within the school to ensure the safe and efficient running of the schools kitchen and dining facility alongside the Kitchen Team.
- Assist the Kitchen Manager in ensuring all stakeholders benefit from high standards of service.
- Support in the production of high-quality school lunches, whilst considering the School Food Standards
- Ensure the kitchen and dining areas are safe and clean environments for young people, staff and visitors at all times
- Support in meeting the standards and requirements set by the Environmental Health Agency.
- In the absence of the Kitchen Manager, ensure all menus are in place, meals are prepared, and ordering is completed to the standard set and expected.
- Support in ensuring that the cost of running the kitchen is inline with agreed budgets.
- Demonstrate good communication skills with the all the young people, staff and visitors
- Meet the daily deadlines in preparing food; including transporting food to different areas when required

### **Responsibilities:**

*THE POST HOLDER WILL:*

- Produce food to a high standard, in accordance with the schools' dietary requirements. This includes supporting in the preparation and cooking.
- Support the wider kitchen team during serving times to ensure the lunch period runs smoothly for all
- Prepare the dining area for service, this may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.
- Prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- Ensure the kitchen is thoroughly cleaned after every service.
- Ensure that the appropriate kitchen checks are completed each day/week.
- Ensure the safe storage and control of any potentially harmful materials and chemicals used within the school and ensure that such materials are appropriately marked and signposted
- Provide support and cover for other members of the team when needs arise, e.g. in the event of sickness

- Contribute towards improving the diets of our pupils in order to promote healthy eating.
- Ensure that all personal and food hygiene procedures are applied at all times
- Ensure the Health and Safety of all on site at all times by implementing the company Health and Safety policy
- Ensure the relevant people/organisations are notified of any maintenance issues / failure of kitchen equipment.
- Ensure that all training is complete and up to date including all mandatory courses as well as any CPD required.

**Other Job-related Duties:**

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Head Teacher or other members of the Education SLT
- All employees are obliged to adhere to the company Code of Conduct and Ethics policy
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews.

**Safeguarding:**

The post holder will:

- Be aware and follow training of the School Safeguarding Policy and identify the relevant Designated Safeguarding Leads
- Be aware and follow training of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

**Equal Opportunities:**

At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.

**Health and Safety:**

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

**Confidentiality:**

It is expected that all Underley Schools Ltd employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. If there is a breach of this confidentiality, this may result in disciplinary action being taken.

**Other Duties and Responsibilities:**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.