

Job Description & Person Specification

Assistant School Cook

Job Purpose

Under the reasonable direction of the Senior Leadership Team, carry out the duties of an Assistant School Cook as set out in the current school policies. Uphold the professional code of conduct. Support school in accordance with the ethos, organisation and policies of the school as a fully committed member of staff as detailed in the specific duties and core standards below.

Main Tasks

1. To plan, operate and control the production and service of food related duties
2. To take responsibility for the standard of cleanliness and hygiene of premises and equipment
3. To order all food and other commodities required from designated suppliers
4. To operate and control stocks, stock records and ensure correct completion and submission of all appropriate returns and records to the target dates identified
5. To provide a well-balanced and nutritional catering service taking into account dietary / allergy needs and specific dietary requests (e.g., vegan etc.)
6. To ensure that the catering service runs efficiently with food being ready at the required times in sufficient quantities
7. To maintain standards of Kitchen and personal hygiene and health and safety and operate to the standard required by the statutory health and hygiene regulations
8. To attend any of the job training sessions as required
9. To ensure that all kitchen equipment is functional and organise repairs when required
10. To deal with telephone enquiries in a professional and courteous manner

General

1. To ensure that professional and good levels of communication are always maintained with staff
2. To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
3. To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

Food Safety

1. To ensure compliance with Food Safety and Health & Safety Legislation
2. To ensure that stock is rotated correctly (e.g., First In, First Out) - to prevent foodstuffs from becoming out of date
3. To check deliveries to ensure that the orders are correct and conform to the necessary quality. Also, to ensure that any errors are reported immediately and rectified
4. To ensure that all food temperature charts are completed daily (delivery, fridge & freezer, core cooking, hot holding, cooling etc.)
5. To ensure that food wastage is minimised and a record kept of all food wastage
6. To ensure a high standard of cleanliness within the kitchen and all dining areas

7. To ensure that a high level of hygiene is maintained by all staff in the kitchen at all times & that protective clothing is worn throughout the catering operation

Accountability

The School Cook will be immediately responsible to the Senior Leadership Team.

As a member of staff at the school you will:

- a) fulfil all aspects of the main tasks identified on your job description
- b) fulfil all aspects of the job activities identified on your job description
- c) fulfil the following generic aspects: -
 - conduct themselves in a professional manner
 - adhere to the school dress code
 - to complete paperwork as and when required

Essential

- City & Guilds or NVQ in Catering
- Experience of working in the catering industry
- Good standard of personal hygiene
- Good catering presentation skills
- Ability to work as part of a team
- Flexible approach to working
- Ability to build relationships with children & young people
- Driving Licence
- Resilience
- Ability to work on own initiative
- Willing to undertake training
- Ability to prioritise tasks

Desirable

- Experience of Breakfast catering
- Menu Planning Skills
- Ability to work within a budget
- Awareness of Health and Safety