



## Job Description

### Assistant Catering Manager

#### Reports to: Catering Manager

**Hours: 34.5 to 37 hours per week (to be discussed at interview), term time plus 5 training days plus 2 weeks**

**Salary: NJC scale 3, points 14-17 (£17,681 to £18,672 full time equivalent)**

#### Line of responsibility

The Assistant Cook will be directly responsible to the school's Catering Manager.

#### Job purpose

The Assistant Cook is responsible for:

- All duties associated with the preparation and cooking of school meals, under the direction of the school's Catering Manager.
- Deputising for the school's Catering Manager in her absence, to ensure the effective continuity of operations in the school's kitchen and the provision of school meals.
- Carrying out food production to a high standard in accordance with the school's menu plans, nutritional guidelines and food hygiene regulations.
- Ensuring hygiene and safety standards and regulations are maintained in areas of work at all times, and adhering to school policies and procedures.
- Working as an effective and committed member of the school catering team, and generally supporting and contributing to the overall ethos, work and aims of the school.

#### Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Head of School.



## **Job specification**

### **Operational**

- S/he shall establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals.
- S/he shall work as an effective member of the school's catering team, providing support to the school's Catering Manager with daily preparation of school meals, according to school meal plans, and with due regard nutritional guidelines and food hygiene regulations.
- S/he shall pay careful attention to the presentation of food prepared for pupils and staff, maintaining the high standards necessary to encourage children, in particular, to eat a balanced, varied and healthy diet.
- S/he shall assist with serving meals during pupils' lunchtime, ensuring a polite and friendly manner, and working to promote pupils' enjoyment of good food.
- S/he shall carry out cleaning duties as necessary to ensure that all kitchen, counter and storage areas are continually clean and hygienic, in accordance with hygiene and safety standards, and shall provide support with clearing and cleaning dishes and utensils.
- S/he shall familiarise his or herself with school policies and other guidance documents impacting on the school's catering operation and healthy eating plans, and demonstrate a commitment towards embedding the stated principles and procedures in his or her day-to-day working.
- S/he shall assist the Catering Manager with communication with external contractors or members of the site team as necessary, to ensure equipment is well-maintained and repairs are reported and carried out in a timely manner, in accordance with agreed procedures.
- S/he shall support the Catering Manager with the ordering of stocks such as food and drink, equipment and protective clothing from suppliers in accordance with the school's procedures, maintaining stock control records as required.
- S/he shall assist with receiving day-to-day deliveries into the kitchen, ensuring the goods are correctly received and stored appropriately, in accordance with hygiene regulations and school procedures.
- S/he shall provide support within the catering team to ensure high levels of security in the kitchen in respect of stock.
- S/he shall assist the Catering Manager with food for open evenings and parents evenings, which will require staying later than usual.
- S/he shall maintain confidentiality of information which may be acquired during the course of carrying out his or her role at the school.

- S/he shall place close attention to personal appearance, complying with school policies, and maintain high standards in personal hygiene, reporting any illness of self or close family to the Catering Manager.

**General**

- S/he shall participate in school emergencies as required, with due regard to the school's policies and procedures.
- S/he shall attend training sessions and meetings as required, including team meetings and internal or externally organised training and development.
- S/he shall undertake first aid training and responsibilities as required.
- S/he shall seek, consider, and act upon professional support and advice as required.

## ASSISTANT COOK: PERSON SPECIFICATION

Essential	Desirable	Evidence
<b>Qualifications and experience:</b>		
<ul style="list-style-type: none"> <li>• Appropriate qualification/s and/or experience in the field.</li> <li>• Food hygiene certificate/s.</li> <li>• Evidence of catering experience and of operating to a high standard in a customer-focused catering environment.</li> <li>• Evidence of working successfully as a member of a team.</li> <li>• Good working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety, food hygiene.</li> <li>• Knowledge of good practice in health and safety in the kitchen.</li> <li>• Knowledge of wider, applicable regulations, legislation and procedures, eg equal opportunities, data protection.</li> </ul>	<ul style="list-style-type: none"> <li>• Further education qualification/s or training in the catering industry.</li> <li>• Experience of working in a school or similar establishment.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p> <p>Certificate/s (to be available at interview)</p>
<b>Knowledge and skills:</b>		
<ul style="list-style-type: none"> <li>• Ability to build and form good relationships with pupils, colleagues and other professionals.</li> <li>• Able to work constructively as a member of a team, taking instruction or delegating tasks as required.</li> <li>• Ability to improve own practice/knowledge through self-evaluation and learning from others.</li> <li>• Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Working knowledge of developing and reviewing meal plans, with reference to current guidelines.</li> <li>• Knowledge of healthy eating guidelines and regulations applicable to schools.</li> <li>• Experience of purchasing and stock management and control.</li> </ul>	<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
<p>and other professionals.</p> <ul style="list-style-type: none"> <li>• Good standard of numeracy and literacy skills.</li> <li>• Ability to absorb and understand a wide range of information and deal with confidential issues appropriately.</li> <li>• Ability to operate a range of IT equipment and other specialised resources applicable to the role.</li> </ul>		
<b>Personal qualities:</b>		
<ul style="list-style-type: none"> <li>• Initiative and ability to prioritise one's own work.</li> <li>• Able to follow direction and work in collaboration with the line manager and wider school staff.</li> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Ability to reach and bend, and to carry out some heavy lifting.</li> <li>• Ability to work calmly in a busy and sometimes noisy and hot environment and an understanding of how to ensure that safety of self and others is maintained at all times.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's</li> </ul>		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>

Essential	Desirable	Evidence
ethos, aims and its whole community.		