

# **WOODCOTE HIGH SCHOOL**

## **JOB DESCRIPTION**

**Position :** Assistant Cook  
**Responsible to :** Catering Manager  
**Salary:** Scale 3 (point 15-17)  
**Hours :** 32.5 hours a week, term time only (7.15am to 13.45pm)

### **Job Purpose**

To assist the Catering Manager in providing a quality service for Woodcote High School, which includes the preparation, cooking and serving of food for students and staff.

### **Main duties and responsibilities**

- To ensure a high standard of kitchen hygiene is maintained and adhering to Health & Safety Regulations.
- To assist with the training of Catering Assistants with particular reference to Hygiene and Health & Safety Regulations as well as NVQ qualifications.
- To work under strict rotas for all assistants.
- To assist with all school catering functions, which includes cooking and serving to large audiences.
- To cover, in her absence, all the duties of the School Catering Manager including the ordering and replenishing of all vending machines.
- To ensure the correct procedures are followed of our till system.
- To be present at all breakfasts, tuck shop and lunchtimes for cooking food and serving students.
- To assist the team in the setting up of furniture, trolleys and the cleaning and dismantling of these as required.
- To help and assist the team on the daily cleaning of all catering areas.
- To be able to place orders and stock rotate.
- To undergo on and off the job training sessions as required by the school (for example Child Protection training).
- To be the second key holder of the department.
- To undertake any other duties that may be required for the effective operation of the catering team.

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## **PERSON SPECIFICATION**

**Job Title : Assistant Cook**

**Qualifications and Experience :**

- Basic Food Hygiene and Health & Safety Certificates
- Assisted in running catering departments, preferably in the Education sector.
- Assisting in training to all Catering Assistants in all canteen skills.
- Be willing to participate in any NVQ qualifications, fire and first aid if required to.

**Knowledge and Skills :**

- Ability to instruct Catering Assistants on Health & Safety and Food Hygiene Regulations.
- Ability to handle cash (vending machines) and using our fingerprint till system.
- Knowledge of food preparation, cooking and portion control when dealing with staff and students.
- Ability to use and clean machinery and light equipment.
- Demonstrate a willingness and enthusiasm for all training of oneself and Catering Assistants.
- Assist students on selection of healthy eating food.
- Ability to communicate with 120 staff and 1050 students.
- Correct ingredients used for all cooking meals.

**Personal Qualities :**

- Able to work individually and as part of a team.
- Display a high standard of food hygiene.
- Willingness to work hard, give generously of time, to achieve quality of service.
- Demonstrate an excellent record of punctuality, attendance and health.
- Commitment to equal opportunities.
- Sense of humour.
- Able to communicate to all students, visitors etc.

**Special Requirements :**

Willingness to work occasional additional hours when required by the School Catering Manager at various school morning/evening functions.