

Job Description for the Post of:

Assistant Cook

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do and the responsibilities involved in the jobs. They thereby provide a basic framework for the discharging of professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. It is the spirit in which jobs are performed which is important to an effective school.

Responsible To

To be responsible to the Head through the Cook.

Main Purpose of Job

To prepare, cook and serve food as instructed by the Cook and in accordance with defined standards and quality, working within DfE guidelines regarding current health, safety and hygiene legislation, with the aim of achieving high standards of customer care and whilst working within a defined budget.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. To prepare, cook and serve food to meet the specifications as defined by the school. To include meeting the meal requirements of the students and staff and function catering when requested.
3. In the absence of the Cook, to assume shared responsibility for the efficient operation of the school's catering outlets, whilst ensuring Health & Safety procedures are always carried out.
4. To meet all statutory requirements for Ofsted and Local Authority Hygiene Inspections.
5. To assist in supervising the Catering Assistants, ensuring that the agreed standards are maintained.
6. To assist with appropriate on-site training when required and to ensure staff are motivated and developed to their full potential.

7. To ensure that all service staff have full knowledge of dishes regarding ingredients, correct portion sizes and prices and that allergy awareness is communicated.
8. To supervise and assist with cleaning duties as required by the Catering Manager and Cook.
9. To ensure the school's Health & Safety policy and all relevant Health & Safety legislation is applied effectively.
10. To monitor, organise and maintain appropriate stock control levels.
11. To practise and promote a friendly, polite and efficient service to the customer.
12. To always ensure constructive and effective communication with the school.
13. To undertake other duties as required in line with the grade and responsibilities of the post.

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