

**Job Description:** Assistant Cook

| **School:** | **Joydens Wood Infant School** |
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| **Grade:** | **Kent Range 4 (range £18,517 FTE to £19,625 FTE)** |
| **Responsible to:**  **Hours:** | **Catering Business Manager**  **32.5 hrs per week (37 Hours FTE)**  **Term Time Only 38 weeks** |

**Purpose of the Job:**

Provide an efficient catering service to pupils including directing staff as appropriate, organising appropriate menus and maintaining stock levels, ensuring compliance with relevant Health & Safety and hygiene regulations.

**Key duties and responsibilities:**

| 1. In the absence of the Catering Business Manager, plan meals within nutritional and dietary guidelines. 2. Deliver meals as instructed by the Catering Business Manager, including portion control, ensuring meals are cooked and served in a timely manner following safe food hygiene standards, to provide well balanced meals at designated times providing adequate choice. |
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| 1. In the absence of the Catering Business Manager, direct the day to day work of the kitchen team and provide supervision sessions to ensure the function performs to appropriate high standards. |
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| 1. Ensure correct Health & Safety and food hygiene procedures are adhered to at all times and that defects to equipment and premises are reported appropriately to maintain a safe working environment. 2. Ensure that correct procedures are followed in respect of delivering meals to support pupils in school with medical conditions including those with dietary requirements or allergies. |
| 1. Organise and undertake on the job training for new kitchen staff to ensure a high standard of service is maintained. |
| 1. Assist with liaising with outside agencies i.e. Environmental Health Officers and suppliers to ensure high standards of food hygiene and quality of supplies are maintained. |
| 1. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment. |
| 1. Assist with the cooking, serving of meals and cleaning of kitchen area, as appropriate, in order to provide an effective service and take responsibility for all of these duties in the absence of the Catering Business Manager. |
| 10.Comply with Health and Safety, Fire Regulations and other academy policies |
| **Individuals in this role may also undertake some or all of the following:**  1. Assist in moving and setting up dining furniture  2. Attend training courses as required and assist in the training of other catering staff as directed  3. Assist with delivering catering for after school events. |

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification:** Catering 2 – Assistant Cook

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

|  | **CRITERIA** |
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| **QUALIFICATIONS** | Food hygiene certificate.  Level 2 Diploma (or equivalent) |
| **EXPERIENCE** | * Previous experience of planning meals within nutritional and dietary guidelines., especially allergy awareness |
| **SKILLS AND ABILITIES** | * Use of kitchen equipment, knives for preparation, * Preparation and cooking of food * May take money for meals, operates cash register * Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans and Health and Safety, etc) * Needs to understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints |
| **KNOWLEDGE** | * Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements, knowledge of the use of a wide range of kitchen equipment * Knowledge of food allergens |