

Job Description & Person Specification

Assistant Cook



Job Details

Salary: Kent Range 3

Hours: 25 hours per week; Term-time + 5 INSET days

Contract Type: Permanent

Reporting to: School Cook

School Business Manager

School Cook

Assistant
Cook

Assistant
Cook

Assistant
Cook

Main Purpose of the Job

To assist in the preparation, cooking and serving of food and beverages, as directed.

Main Duties & Accountabilities

1. Assist in the preparation, cooking and serving of food and beverages
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
3. Operate kitchen equipment, following training
4. Undertake cleaning and washing up as directed in the kitchen and dining areas
5. Refill and replace sauces, condiments and other consumables.

Individuals in this role may also undertake some or all of the following:

1. Undertake cashier duties be responsible for operating a cash register and all monies during service
2. Assist in moving and setting up dining furniture

In additional all members of the school community are expected to:

- Display a commitment to child protection and safeguarding.
- Report to the headteacher any behaviour by colleagues, parents and children which raises concern.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Person Specification

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications.• Food hygiene certificate an advantage
EXPERIENCE	<ul style="list-style-type: none">• Some relevant experience working with food and / or in a kitchen environment
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to use of kitchen equipment, knives for food preparation• Ability to be able to exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements