

**Five Acre Wood School**  
**Assistant Cook**

**Hours:** 30 hours per week, 8.15am – 2:15pm, Monday to Friday, term time only including INSET days.

**Reports to:** Catering Manager

**Pay grade:** KR5 + SEN allowance (Actual salary - £17,319 including SEN allowance)

*Purpose of job:*

The Assistant Cook's responsibility is to assist the Catering Manager in preparing nutritious and healthy meals for pupils, ensuring that the meals are of good quality and to deputise in the Catering Manager's absence. The kitchen provides around 300 meals daily (including staff and pupils).

**Duties and Responsibilities**

- To assist the cook in preparing nutritious and healthy home cooked meals for pupils
- Ensuring the quality of the meals
- Managing your work area and kitchen making sure it's always clean and safe
- Receiving stock and ensuring all stock is rotated
- To implement health & safety and food and hygiene regulations
- To deputise in the Catering Manager's absence
- Washing up and cleaning kitchen and related equipment as directed by the Catering Manager throughout the day with particular emphasis on end of day cleaning procedures and clearing away.
- To ensure all standards are met during the daily service at the school.
- To work with team members to ensure the service is efficient daily.
- Assist in checking and storage of deliveries each week.
- Assist in the preparation, cooking and serving of the daily lunch.
- Keeping staff room kitchen clean including washing up of crockery and also any crockery in the main office and BWA kitchen.
- Cleaning equipment and keeping in good working order including checking freezers and stock regularly
- Generally keeping kitchen and equipment up to Health, Hygiene and Safety levels
- Ensuring kitchen and equipment are ready for a new term.
- To be fully aware of Food Hygiene and Health and Safety legislation and to implement correct procedures in all respects
- To maintain high standards of cleanliness throughout the kitchen and service areas, ensuring COSHH is fully implemented.
- Any other duties as requested by the line manager/SLT.

**Safeguarding and promoting the welfare of the child**

- Promote and sustain a suitable environment in which the child feels safe and comfortable.
- Work within the framework of school policies.
- Undergo appropriate training and be passed as competent before carrying out any care intervention.
- Assist with the supervision of groups and individual students as required.
- Maintain personal and professional boundaries at all times.
- Understand your own role and its limitations and the importance of not providing care where you have not been trained or passed as competent to do so.

**Multi-agency working - Know the value and expertise you bring to a team and that brought by your colleagues.**

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.

**Sharing information - Provide feedback, as requested, to the class teacher or other appropriate person to support the planning and evaluation of the learning process in respect of groups and individual students.**

- Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security.
- Understand the importance of sharing information, how it can help and the dangers of not doing so.
- Attend staff meetings, training days and management team meetings by agreement with the Headteacher.

**Administration / other - Prepare and keep clean materials and undertake minor clerical duties.**

- Participate in the school's performance management process.
- Participate in training and other learning activities and performance development as required.

**Health & safety**

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

**Person Specification**

- A good knowledge of current food standards
- Good communication skills
- Attention to detail
- Team player
- "Can do" approach
- Ability to work in a fast-paced environment
- Qualified to NVQ level 2 in food preparation or previous experience in this role