

Five Acre Wood School
Assistant Cook

Hours: 28.75 hours per week, 7.30am-1.15pm, Monday to Friday, term time only including INSET days.

Reports to: Catering Manager

Pay grade: KSC + SEN allowance (Actual salary - £18,340.48 including SEN allowance)

Purpose of job:

The Assistant Cook's responsibility is to assist the Catering Manager with deliveries, prepare 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.
- Maintain cleanliness and hygiene standards in the kitchen area, including washing dishes, pots, and pans.
- Assist with food preparation tasks as required, ensuring ingredients are ready for cooking.
- Cleaning equipment and keeping in good working order including checking freezers and stock regularly.
- Assist in checking and storage of deliveries each week.
- 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.
- 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.

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	<ul style="list-style-type: none"> At least GCSE English Grade C (or above/equivalent) Level 2 Food Hygiene and Safety for Catering or willingness to work towards 	
EXPERIENCE	<ul style="list-style-type: none"> Previous experience in a kitchen or catering environment Experience working with dietary requirements and food allergies 	<ul style="list-style-type: none"> Experience of working in an educational setting Experience supporting children with additional needs during meal times
KNOWLEDGE	<ul style="list-style-type: none"> Understanding of food safety and hygiene regulations Knowledge of special dietary requirements and allergy management 	<ul style="list-style-type: none"> Awareness of safeguarding in a school setting Some knowledge of dietary needs for children with special needs (e.g. texture modifications)
SKILLS/ABILITIES	<ul style="list-style-type: none"> Good communications skills Ability to assist with the preparation of nutritious meals Ability to follow instructions and work as part of a team 	<ul style="list-style-type: none"> Good understanding of portion control and food presentation
PERSONAL QUALITIES	<ul style="list-style-type: none"> Organised Attention to detail Being discrete, professional, respectful and friendly Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations Ability to work successfully as part of a team Ability to maintain confidentiality To be committed to the school's policies and ethos To be committed to continuing professional development Friendly and respectful attitude toward pupils and staff Calm and patient, especially when working around children with special needs Flexible and willing to adapt to changing needs 	
EFFORT/ENVIRONMENT	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline To assist with ensuring Safeguarding policies and protocols are correctly followed 	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Assistant Cook and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____