

## JOB DESCRIPTION

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| <b>JOB TITLE:</b>      | Assistant Cook                                                         |
| <b>RESPONSIBLE TO:</b> | Catering Manager, Liaising with School Business Manager/Head of School |
| <b>LOCATION:</b>       | Oakfield Primary School                                                |
| <b>SALARY GRADE:</b>   | Kent Range 5                                                           |

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### PURPOSE OF THE POST:

- As a Golden Thread Alliance Assistant Cook, you will be an ambassador for great food, working with the Catering Manager to lead the kitchen team to provide an efficient food service to our pupils. The role will require an organized individual, able to run a busy kitchen.
- You will need to plan food production and portion control to manage costs, as well as ordering from suppliers using our online system, and conducting weekly stock takes.
- The role is a real mix of front and back of house. You will be serving pupils and staff, and engaging customers to increase our meal uptake, and taking responsibility for your own School restaurant, as well as cooking tasty freshly made meals.
- You will manage the day to day due diligence and record keeping in your kitchen, and ensure that everything is kept clean.
- Above all, you need to be really passionate about cooking and serving great food to young people!

### MAIN ROLES AND RESPONSIBILITIES

| MAIN ROLES AND RESPONSIBILITIES |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Service Delivery</b>         | <ul style="list-style-type: none"> <li>• Assist in the running of a busy school kitchen</li> <li>• Assist with all areas of the food preparation and cooking</li> <li>• Temporarily manage the kitchen in the Catering Managers absence</li> <li>• Working with the Chef Manager to ensure that the food service is delivered in a timely and organized way</li> <li>• Cooking freshly made, good quality food for pupils, and presenting it to make sure it looks as</li> </ul> |

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|                                         | <p>good as it tastes. Managing breakfast and after school club food production and liaising with staff</p> <ul style="list-style-type: none"> <li>• Understanding school food plan compliance, and following set recipes and menus</li> <li>• Understanding food allergies, working with the Catering Manager and the School to ensure all pupils have an equal chance to enjoy a great meal in a safe environment</li> <li>• Ensuring that the food service is delivered in a timely and organised way</li> </ul>                                                                                                                                                                                                                                                                                           |
| <b>Health &amp; Safety</b>              | <ul style="list-style-type: none"> <li>• Maintaining the kitchen and equipment to a high standard of cleanliness</li> <li>• Ensuring Health and Safety guidelines and legislation is adhered to in order to provide the safest possible working environment</li> <li>• Regularly review task specific risk assessments</li> <li>• Compliance to HACCP and COSHH procedures, training team members, working with the Catering Manager to review and refresh training records</li> </ul>                                                                                                                                                                                                                                                                                                                       |
| <b>Wider Responsibilities</b>           | <ul style="list-style-type: none"> <li>• Understand and apply School policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant School meetings as required</li> <li>• Respect confidentiality at all times</li> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety and Safeguarding in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> </ul> |
| <b>Data Protection Responsibilities</b> | <ul style="list-style-type: none"> <li>• Maintain the security and confidentiality of student, staff, and school data by adhering to the school's data protection policies.</li> <li>• Process, store, and share data in accordance with the UK GDPR and Data Protection Act 2018.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

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|  | <ul style="list-style-type: none"> <li>• Support the DPO in maintaining data protection compliance by reporting any breaches, potential breaches, or subject access requests (SARs).</li> <li>• Support the processing of subject access requests (SARs).</li> <li>• Attend data protection training as required.</li> </ul> |
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

***The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

#### PERSON SPECIFICATION

| CRITERIA                           | QUALITIES                                                                                                                                                                                                                                                                                                                           |
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| <b>Qualifications and training</b> | <p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>• CGLI 706/1 &amp; 2 or NVQ2 Professional Cookery</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>• Level 2 accredited Food Safety certificate</li> <li>• Level 3 accredited hygiene certificate</li> </ul>                |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>• Proven experience of working in a busy kitchen, ideally as Assistant Chef or Sous Chef</li> <li>• Experience of leadership and staff supervision</li> <li>• Experience of working in industrial kitchen</li> <li>• Experience of delivering training and assessment of trainees</li> </ul> |
| <b>Skills and knowledge</b>        | <ul style="list-style-type: none"> <li>• Wide and varied culinary knowledge and production</li> <li>• Knowledge of legislative requirements relating to the catering industry</li> </ul>                                                                                                                                            |

**Personal  
Qualities**

- Flexible approach to work
- Strong customer focus

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_