

**THE ORCHARD AFTER SCHOOL CLUB AT LADY BOSWELL’S SCHOOL**

# After School Club Assistant Cook

**SEPTEMBER 2021**

# After School Club Assistant Cook Job Description

**Job summary:** Assist Cook with Ordering/Preparing/Serve and Clearing up Dinner for After School Club pupils

**Line manager:** The Orchard Manager

**Responsible for:** Not applicable

**Working relationships:** Children attending the club and their parents/carers

 Management and staff, including students and volunteers

Schools and registering authorities

**Main duties include:**

* Assist the Cook to ensure meals are cooked and served in a timely manner following safe food hygiene standards.
* Wash pots, pans, dishes, crockery, cutlery and wipe down tables after every service
* Adhere to Health and Safety and Food Hygiene procedures at all times.
* Undertake on the job training to ensure confidence to cover in case of Cook’s absence and high standard of service is maintained.
* Assist the Cook to ensure that security and cleanliness of the kitchen/work area and storerooms is maintained at all times.
* Comply with Health and Safety, Fire Regulations and other County policies.
* Assist the Cook to order ingredients for the preparation of meals.
* Work within the framework of the club’s policies and procedures.

**Personal Specification**

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| **Essential qualities** | **Desirable qualities** |
| * Good communication skills
* Ability to work as part of a team
* Sound judgement and common sense
* Sufficient understanding and use of English to ensure the well-being of the children\*
 | * Food Hygiene Certificate
* Previous experience to use Kitchen equipment for preparation.
* Knowledge of a range of procedures for preparing, cooking and serving food and relevant hygiene requirements
* Competent in using IT to carry out the role
* Ability to work on own initiative
* Appropriate child protection training
* Understanding the issues of equal opportunities
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\* *Para 3.25 of the Statutory Framework for the Early Years Foundation Stage 2012*