



## **JOB DESCRIPTION**

**JOB TITLE:** Assistant Cook

**JOB HOLDER'S NAME:**

**REPORTS TO:** Cook

**KENT RANGE:** KR3

**DATE:**

### **Purpose of Job:**

Assist in the preparation and provision of meals, have the responsibility for the day to day running of the kitchen ensuring compliance with relevant Health & Safety and Food Hygiene requirements.

### **Outline of Main Duties:**

1. Prepare and cook meals and snacks following pre-set menus in accordance with Health & Safety Regulations to ensure meals are nutritious, appetising and meet dietary needs.
2. Carry out regular checks of kitchen equipment e.g. mixers, fryer, utensils, work surfaces in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations.
3. Undertake simple stock control, reporting goods to be ordered to the Cook to ensure adequate supplies are maintained.
4. Undertake the cleaning of the kitchen and surrounding areas and also of equipment to ensure the kitchen is maintained to a high level.
5. Ensure the security of the kitchen and storerooms is maintained at all times to provide a safe working environment.
6. Supervise kitchen staff, in absence of the Cook, in day-to-day operational duties to maintain high standards of hygiene and meal preparation in the kitchen in accordance with good practice.

7. Attend training courses as required and assist in the training of other catering staff as directed.
8. Comply with Health & Safety, Fire Regulations and other County policies.

**Staff & Others Supervised by the Job Holder:**

Kitchen Assistants.

**Job Context:**

**Assistant Cook will:**

- be expected to work as part of the school team and contribute to plans to ensure the school meets its aims;
- work within the relevant national, local and school policies, codes of practice and legislation reporting any concerns to the relevant person;
- able to organise own and other's workloads in the Cook's absence in order to achieve the job outcomes
- be able to deal with everyday problems and to identify which problems should be referred to the Cook
- understand the principles of supervising, motivating and developing others and can motivate team members and others as appropriate to the job
- understands how to delegate tasks to others in the team
- understand how to respond appropriately when faced with difficult situations or when handling enquiries and complaints

I acknowledge the Conditions of Employment and the above Job Description.

Signed .....

Date.....