

Job Description

Post Title:	Cook Assistant
Grade:	3 (Point 4-6) £24,404 – £25,183pa Pro rata
Hours of work:	30 hours per week, Term time Monday – Friday Actual working pattern will be agreed with the Catering Manager
Responsible to:	Catering Manager
Contract:	Permanent

Purpose of role:

To support the Catering Manager in the provision of the catering facility of the school.

To help maintain a safe working environment for the staff.

To undertake safe working practices within the kitchen and satellite catering facilities.

General duties and responsibilities:

The post holder:

- Must contribute to the overall ethos and aims of the school
- Must carry out all duties in accordance with the school's Health and Safety and relevant policies and national food hygiene regulations in line with current and future H&S and food safety legislation and school policy.
- Must be aware of and comply with policies and procedures relating to Safeguarding and Child Protection, confidentiality, and data protection. Reporting all concerns to an appropriate person
- Should ensure that their appearance and hygiene is kept to the highest standard

Key tasks:

- Assist in the preparation and presentation of food
- Prepare all food items within agreed cooking methods and portion controls
- Implement and maintain the School's food standards, and work with the Cook and Catering Manager to improve where possible

- Ensure correct use of materials and equipment and ensure walking areas are kept clean and tidy.
- Maintain the highest levels of cleanliness and hygiene within the kitchen area and ensure that the cleaning schedule is completed on a daily basis
- Carry out deep cleaning activity as directed by the Catering Manager
- Serve to students, staff and visitors to the required standard and promote a warm and friendly atmosphere
- Supervise and look after students in the canteen ensuring good order and discipline in accordance with the School's behaviour policies

This job description is not necessarily a comprehensive definition of the post, and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as may be required.

General:

- Some lifting of basic food provisions and cooked food will be required on a daily basis
- Ability to walk and stand for long periods of time
- Ability to work in varying room temperatures
- To follow safety requirements when in contact with hot substances, ovens and hot plates and equipment that requires specialist training
- The post holder will be subject to an enhanced DBS suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policies and behaviour management policy
- The post holder must be aware of and respond to any health and safety issues and inform the Business Manager and/or Headteacher of these

Personal Skills:

- Excellent interpersonal and customer facing skills
- Flexible approach to work
- Excellent attention to detail
- Excellent team working skills and ability to work with minimal supervision and under pressure
- Excellent work ethic, reliable and punctual
- Personal cleanliness
- Ability to use own initiative