

Job Description

DIRECTORATE:	Education & Family Support
DEPARTMENT:	School
POST:	Assistant Cook
GRADE OF POST:	Grade 5
RESPONSIBLE TO:	Headteacher/Catering Manager

JOB PURPOSE:

To assist in ensuring an efficient, cost effective, quality catering service to all customers within a secondary school environment maintaining legislative requirements with regard to Health and Safety, and Food Safety and Hygiene at all times.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Portion control, preparation, cooking and presentation of meals for service (including specialist or cultural diet requirements).
- Control of kitchen hygiene, Health and Safety, and security of premises in accordance to council policy, legislation and quality Assurance standards.
- Induction training and assessment of staff including supervision of staff and work rota.
- Plan and supervise the work output of others.
- Ordering and receipt of supplies and stock control.
- Financial and administrative duties in accordance with council policy.
- Implement promotional plans to maximise the uptake of meals.
- Assist with the planning, organisation and delivery of special functions.
- Communicate with catering team, managers, headteachers and pupils effectively.
- Operating a cash register and completion of financial procedures.
- Cash collecting and maintenance of vending machines and stock.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding and Quality Team or Children's Safeguarding Assessment Team.

Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

CRIMINAL RECORDS CHECK

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification Assistant Cook

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation / Testing
Qualifications, Education & Training	<ul style="list-style-type: none"> • Previous experience within catering. • Level 2 Award in Food Safety in Catering. • Level 3 Award in Food Safety in Catering (training will be given) • Manual Handling. • NVQ2 or equivalent. 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p>Production of original qualification certificates and application form</p>
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of working in a catering environment. • Committed to providing a quality service. • High standards of customer care • Knowledge of health and safety. 	<p style="text-align: center;">Yes</p>	<p>Interview, application form and selection process.</p>
Skills & Personal Qualities	<ul style="list-style-type: none"> • Committed to providing a quality service. • High standards of customer care. • Work as part of a team, lead by example motivating staff to minimise staff turnover. • Good social and communication skills. • High levels of work attendance and punctuality. • Self-motivated. • Flexible as working hours may change to suit the needs of the business. • The ability to communicate through the medium of welsh. 	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	<p>Interview, application form and selection process.</p>