

Job title:	Assistant Cook
Grade:	Grade 3 (Scale point 3 to 4)
Reports to:	Headteacher / nominated lead

Main job purpose

To manage the preparation and delivery of an on-site hot school meal provision using external catering suppliers.

All food preparation and service will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided, and strict adherence to allergen management.

Main responsibilities and duties

1. To work with the external catering service in providing a cook chill service
2. Responsible for the safe and effective preparation and serving of schools meals and beverages
3. Keeping all hygiene and stock records as required
4. To ensure food is safely prepared in line with identified intolerances and allergies, with appropriate processes put in place to ensure the correct meals are served to the correct pupils.
5. To assist in the supervision of the school lunch time service, ensuring that pupils follow school behaviour policy.
6. To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene.
7. To wash up and keep the kitchen area tidy and safe.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.
9. To undertake appropriate training to ensure the role can be performed to required safety and hygiene standards and to meet legislative requirements.

Decision making

Work to strict deadlines, manage the day to day processes within well-established routines.

To liaise with the nominated lead to ensure allergen management is effectively deployed, and support in enabling changes to process if required.

Key contacts and relationships

Deal with routine enquiries from staff and pupils, referring more complex queries affecting the service / arrangements to the Headteacher or Site lead.

Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

Working environment

Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.

Requirement to transport/carry food trays and kitchen equipment (not exceeding 25kg)

General and School Responsibilities

- Be familiar with Safeguarding requirements in protecting the welfare of children, and young people. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
- Contribute to and support the Trust's Values, Ethos and Vision
- Participate in training and other learning activities as required
- Participate in Performance Management and development as required by the Trust's policies and procedures
- Participate actively and flexibly in a range of school activities
- Be aware that all employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions
- Understand and be committed to the Health and Safety Policy and the safety priorities and be aware of their contribution to such priorities
- Be aware of and comply with the health and safety legislation and other requirements that are relevant to the post
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with and promote the Equality and Diversity Policy

The principal responsibilities and tasks as set out above are not intended to be exhaustive. The need for flexibility, accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's grade and whenever reasonably instructed.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented.

Job description prepared by:	Trust Resources Team
Date:	September 2024

Requirements	Essential	Desirable	Evidence
Qualifications		<ul style="list-style-type: none"> English and Maths GCSE (minimum level 4 or equivalent experience/ vocational qualification) 	Application Form Interview References
Knowledge & Experience	<ul style="list-style-type: none"> Experience of following procedures and processes 	<ul style="list-style-type: none"> Experience of working in a catering kitchen Level 2 Food hygiene certificate Other catering qualification 	Application Form Interview References
Skills	<ul style="list-style-type: none"> Be able to establish positive expectations of pupil behaviour Have a sensitivity to pupils' personal needs Effective communication and interpersonal skills Fluency in English for all student and public-facing roles. <Specify requirements as relevant to the role, e.g. a Teaching Assistant is required to speak fluently with pupils/students in order to support their learning and wellbeing> 		Application Form Interview References Language Qualifications Fluency in English evidenced by: <ul style="list-style-type: none"> competently answering interview questions in English; possessing a relevant qualification for the role attained as part of education in the UK or fully taught in English by a recognised institution abroad passing an English language competency test or possessing a relevant spoken English qualification at CEFR Level B1 or above, taught in English by a recognised institution abroad
Personal Qualities	<ul style="list-style-type: none"> Team player Quick Learner Flexible and adaptable Calm under pressure 		Application Form Interview References
Relationships	<ul style="list-style-type: none"> Have positive and mutually supportive relationships with all colleagues Ability to promote the school across the wider community 		Application Form References Interview
Safeguarding	<ul style="list-style-type: none"> Good knowledge of relevant Safeguarding procedures Commitment to adhere to the Trust's Safeguarding & Child Protection Policy. 	<ul style="list-style-type: none"> Good awareness of potential Safeguarding issues 	Application Form Interview References