

POST TITLE

Assistant Cook

SG25

Main Purpose of the job:

To assist in the preparation of, and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager.

Duties and responsibilities:

1	Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus
2	Packing meals for transport to other locations where appropriate
3	Transport meals between kitchen and serving or dining area as necessary
4	Preparation of other service points, as necessary
5	Assistance with the service of meals and refreshments as required
6	General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
7	Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term
8	Assistance with thorough checking of light kitchen equipment
9	Assisting with special events as and when required
10	Attend training sessions as and when required
11	To cover in the absence of the Unit Manager
12	May be required to cover other sites and duties appropriate to the nature, level and grade of the post



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Selection Criteria

Qualifications and experience

1	Basic Food Hygiene Certificate
2	NVQ Level 2 – Food Preparation and Cooking, C & G 706 1 & 2 or equivalent
3	Knowledge of the range of tasks together with the operation of associated tools and equipment
4	Basic literacy and numeracy
5	Experience of general kitchen duties
6	Cooking experience in catering establishment

Skills and Competencies

1	Manual skills associated with food preparation
2	Basic numeracy and literacy skills
3	Physical skills related to the work

Physical, mental, emotional and environmental demands

1	Ability to work in a commercial kitchen environment
2	Regular need to lift and carry items of a moderate weight
3	Ability to work without constant supervision

Motivation

1	Appropriately follows instructions to achieve set objectives
2	Committed to the provision of quality services to achieving customer satisfaction
3	Adapts to change by adopting a flexible and co-operative attitude
4	Supportive and adapts to team working
5	Demonstrates integrity and upholds values and principles
6	Promotes equal opportunities and anti-oppressive practice in all aspects of work
7	A willingness to undertake job related training

This school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns that you may have regarding the safety or well-being of any child.