

## Job Description

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| <b>Job Title</b>     | <b>CATERING: ASSISTANT COOK</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Applicable to</b> | Primary Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|                      | Secondary Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|                      | Special Schools                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Grade</b>         | 2020 Scale 3 (Band 2 – mid point)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Reports to</b>    | HEAD OF CATERING,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Liaison with</b>  | Other Catering staff, school staff, pupils and suppliers.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Job Purpose</b>   | To assist with the provision of a high quality food and beverage service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Duties</b>        | <ul style="list-style-type: none"> <li>• To provide assistance with preparation, cooking and service of food and beverages to the required standard.</li> <li>• To follow menu plans agreed with the Head of Catering for meal times on the shift you are responsible for (i.e. lunch/evening meal).</li> <li>• To deputise for the Head of Catering as required.</li> <li>• To ensure staff absences from your shift are reported to HR</li> <li>• To liaise as appropriate regarding staff cover.</li> <li>• To follow the menu and recipes agreed</li> <li>• To occasionally assist with special functions which may be outside of normal working hours.</li> <li>• To carry out cleaning duties within the kitchen and dining areas as required.</li> <li>• To follow sound hygiene practices.</li> <li>• To ensure that health and safety regulations are observed in working practices.</li> <li>• To assist with the issue and recording of catering supplies as required.</li> <li>• To assist with the operation of control procedures as required.</li> <li>• To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul> |
| <b>General</b>       | <ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |



## CATERING: ASSISTANT COOK

| General heading                        | Detail                                        | Examples                                                                                                                                                                                                                 |
|----------------------------------------|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications &amp; Experience</b> | Specific qualifications & experience          | Experience of assisting with preparation, cooking and service of food and beverages<br>Experience of deputising for the Cook<br>Experience of supervision of kitchen staff<br>Educated to NVQ level 2                    |
|                                        | Knowledge of relevant policies and procedures | General understanding of the operation of a school<br>Ability to maintain a high standard of personal and general cleanliness and hygiene<br>Ensure that Health and Safety regulations are observed in working practices |
|                                        | Literacy                                      | Working knowledge and ability to follow menu plans and recipes agreed                                                                                                                                                    |
|                                        | Numeracy                                      | Ability to count and undertake calculations                                                                                                                                                                              |
|                                        | Technology                                    | Ability to use kitchen and cleaning equipment and supervise others when required                                                                                                                                         |
| <b>Communication</b>                   | Written                                       | Experience of recording catering supplies and complete forms as required                                                                                                                                                 |
|                                        | Verbal                                        | Ability to exchange verbal information clearly with children and adults                                                                                                                                                  |
|                                        | Languages                                     | Overcome communication barriers with children and adults                                                                                                                                                                 |
|                                        | Negotiating                                   | Consult with colleagues                                                                                                                                                                                                  |
| <b>Working with children</b>           | Behaviour Management                          | Understand and implement the school's behaviour management policy                                                                                                                                                        |
|                                        | SEN                                           | Understand and support the differences in children and adults and respond appropriately                                                                                                                                  |
|                                        | Curriculum                                    | Understanding of the learning experience provided by the school                                                                                                                                                          |
|                                        | Child Development                             | Basic understanding of the way in which children develop                                                                                                                                                                 |
|                                        | Health & Well being                           | Understand the importance of physical and emotional wellbeing                                                                                                                                                            |
| <b>Working with others</b>             | Working with partners                         | Understand the role of others working in the school                                                                                                                                                                      |
|                                        | Relationships                                 | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults                                                                                         |
|                                        | Team work                                     | Ability to work effectively with others in the school                                                                                                                                                                    |

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|                         | Information                     | Ability to provide timely and accurate information, as required   |
| <b>Responsibilities</b> | Organisational skills           | Good organisational skills                                        |
|                         | Line Management                 | To undertake supervision of other kitchen staff during mealtimes  |
|                         | Time Management                 | Ability to manage own time effectively                            |
|                         | Creativity                      | Ability to follow instructions                                    |
| <b>General</b>          | Equalities                      | Demonstrate a commitment to equality                              |
|                         | Health & Safety                 | Good understanding of Health & Safety                             |
|                         | Child Protection                | Understand and implement child protection procedures              |
|                         | Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
|                         | CPD                             | Be prepared to develop and learn in the role                      |