

## Job Description

Primary Business Unit: Doucecroft School

Job title: Assistant Cook

Reports to: Head Cook

Responsible for: N/A

### Main purpose of the job

To assist the Head Cook and kitchen staff with the preparation and cooking of well-balanced healthy meals whilst ensuring the students dietary needs are met. You will be working as a team to maintain a high standard of hygiene and the smooth running of the main kitchen and dining areas including ordering and distribution of stock, and deputising for the Head Cook when needed.

### Main duties / responsibilities

- To assist the Head Cook in preparing and cooking the lunch (and any other) meals which includes planning and preparation of specific meals for students that have certain sensory needs dietary requirements.
- To have a basic understanding of autism and the possible impact for students with autism regarding their sensory dietary needs. To treat students with dignity and respect and be aware of the vulnerability of the students at the school.
- To help maintain a clean, tidy and safe working environment, demonstrating consistently high standards of hygiene which includes cleaning the kitchen and dining area after lunch or any other meal has been served.
- To liaise closely with the Head Cook and direct other kitchen staff, as necessary. Deputise for Head Cook in his absence or in case of need, when asked to.
- To complete work schedule checklists daily.
- To meet Health & Safety and Environmental Health regulations and recommendations pertaining to food hygiene and food safety for which training will be provided.
- As a food handler, to maintain a high standard of personal hygiene and wear suitable, clean protective clothing as provided by the school.
- To work in an organised and methodical manner as part of the kitchen team and maintain strong professional relationships with colleagues, supporting at all times.
- To be familiar with and follow the school's written policies and procedures as relevant to the post.

- To assist in the preparation of orders to ensure there are supplies of foodstuffs for the main kitchen and residential/school areas.
- To assist in checking deliveries from suppliers and ensuring that each area (main kitchen, residential and school) receive the items they require.
- Look at ways to enhance the service and provision we offer; how can we deliver outstanding service and how can we improve on what we do?
- To dispose of waste safely and efficiently in accordance with the school's existing arrangements.
- To be familiar with and demonstrate good practice regarding the safe handling and storage of the school's cleaning products and to be aware of the First Aid precautions when using these products.
- Take personal responsibility and act within the spirit, principles and values of the Charity

### Person Specification

#### Education and qualifications

Essential	Desirable
	Food Hygiene certificate
	GCSE or equivalent Maths & English

#### Knowledge and Experience

Essential	Desirable
Catering experience	Experience of assisting with cooking/kitchen duties/cleaning for large numbers
Food hygiene and Health & Safety regulations	
Dietary and nutritional knowledge	

#### Personal Skills and Qualities

Essential	Desirable
Ability to work independently and part of a team	
Written skills for recording	
Ability to achieve and maintain a high standard of hygiene and cleanliness	
Ability to remain alert and respond to any unexpected change; patience and enterprise	
Flexibility and positive approach to work	
Good sense of humour	