

Hamilton Primary School

Job Title	CATERING: ASSISTANT COOK
Grade	Scale 3 point 4 to 5
Reports to	CATERING MANAGER
Liaison with	Other Catering staff, suppliers.
Job Purpose	To assist with the provision of a high quality food and beverage service.
Duties	<ul style="list-style-type: none"> • To provide assistance with preparation, cooking and service of food and beverages to the required standard. • To follow menu plans agreed with the Catering Manager for meal times on the shift you are responsible for (i.e. breakfast, tea, supper). • To deputise for the Cook as required. • To take responsibility for the supervision of other kitchen staff during mealtimes you are responsible for in the absence of the Catering Manager. • To attend training activities and/or meetings as required • To ensure staff absences from your shift are reported to the Administrative/Finance Officer. • To liaise as appropriate regarding staff cover. • To follow the menu and recipes agreed • To occasionally assist with special functions which may be outside of normal working hours. • To carry out cleaning duties within the kitchen and dining areas as required. • To follow sound hygiene practices. • To ensure that health and safety regulations are observed in working practices. • To assist with the issue and recording of catering supplies as required. • To assist with the operation of control procedures as required including the completion of the Due Diligence paperwork. • 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. • 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.
General	<ul style="list-style-type: none"> • 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 • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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.

