



# ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL

Headteacher: Mrs L. Fox

Telephone: (01702) 462322

Email: [office@st-nicholas.southend.sch.uk](mailto:office@st-nicholas.southend.sch.uk)

Web: [www.stnicholas-school.co.uk](http://www.stnicholas-school.co.uk)

SEN Trust Southend



## **Job Description**

**Job Title:** Assistant Cook

**Responsible to:** Headteacher

DUTIES: The conditions of service of employees holding this job description are those of the National Joint Council for Local Authorities (Administrative, Professional, Technical and Clerical Services) conditions of service. In addition, there is the reasonable requirement in accordance with these conditions of service that certain particular duties will be undertaken and completed in a satisfactory manner. These particular duties are set out below:

### **To operate within the Care and Control Policy of the School.**

1. To provide assistance with preparation, cooking and service of food and beverages to the required standard.
2. To deputise for the Cook as required.
3. To operate catering equipment and machinery as required after appropriate instruction.
4. To prepare and clear the service and dining areas.
5. To carry out cleaning duties within the kitchen and dining areas as required.
6. To follow sound hygiene practices.
7. To ensure that health and safety regulations are observed in working practices.
8. To undertake any training commensurate to the post.
9. To undertake any other duties that may be required for the effective operation of the catering establishment.

The post holder is expected to provide general assistance at school functions and to take an active part in the School community. The postholder is expected to have a responsible attitude and self-presentation commensurate with this important post in the School.

These duties may be varied to meet the changing demands of the School at the reasonable discretion of the Head. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.



## Person Specification



### Assistant Cook

|                    | <b>Essential</b>  | <b>Desirable</b>   |
|--------------------|---|--|
| Qualifications     | Basic Food Hygiene Certificate.<br>(Training will be provided)  |  |
| Experience         | Experience of assisting with the preparation and cooking of food.   | <p>Experience of serving at a counter.</p> <p>Experience of deputising for the Cook</p> <p>Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc</p> |
| Knowledge          |   | Knowledge of relevant Health & Safety legislation.   |
| Skills             | <p>Basic literacy and numeracy skills.</p> <p>Ability to work on own initiative.</p> <p>Ability to contribute to the work of a team and work collaboratively within the Catering team.</p> <p>Good communication skills.</p> <p>Ability to work under pressure.</p> <p>Ability to prioritise own work effectively and adapt to meet different demands.</p> <p>Ability to work to tight deadlines.</p> |  |
| Personal Qualities | <p>Flexible, good humoured and positive approach to children.</p> <p>Calm and positive approach to daily difficulties with a 'can-do' attitude.</p> <p>Commitment to continuous personal improvement.</p> <p>Commitment to high professional and personal standards of work and conduct.</p> <p>Physical stamina for the practical activities of this post.</p>                                       |  |