



## Tudhoe Learning Trust

### ASSISTANT COOK

#### Job Description



Employee Name:		
Responsible to:	Headteacher	
Responsible for:	No line management accountability	
Place of work:	Dene House Primary School	
Hours:	27.5 per week	
Remuneration	Grade:	2
	SCP:	10-13
	Contract Term:	Term Time Only

#### Role Summary

Assist in the smooth and efficient running the school kitchen so that the provision of high quality and nutritious meals are paramount and the school is able to deliver the highest possible quality catering provision to its pupils. Assist in the management all aspects of the day-to-day operations of the School Catering Service using high standards of food hygiene / handling and safe working practices. Assist in the development of a progressively improving school meals provision. Ensure that the catering unit meets all health and safety regulations.

#### Role Duties and Responsibilities

##### DUTIES - Assist the Cook in the following tasks:

##### Personnel Management

1. Ensure that the Kitchen Assistants are sufficiently familiar with the day-to-day running of the canteen, to be able to deputise.
2. Set a good example in terms of personal presentation, attendance and punctuality.

##### Stock & Financial Management

1. Maintain accurate accounts of all income and expenditure.
2. Order necessary supplies to prepare meals.
3. Check food supplies on arrival and sign for delivered goods.
4. Keep adequate supplies of all necessary foods to prepare meals.
5. Cost meals and set appropriate prices to ensure a working profit.
6. Cost, prepare and organise special event meals, e.g. Christmas dinner, Themed Days.
7. Calculate and maintain records of daily income from meal sales.
8. Provide accurate accounts for the Office Manager to arrange appropriate reconciliation.
9. Purchase all necessary catering equipment through the Office Manager, thus ensuring best value.
10. Promptly organise all necessary repairs of catering equipment, providing receipts to the Office Manager as required for payment.

##### Health & Safety

1. Maintain stocks of food under appropriately hygienic conditions and ensure stock rotation.
2. Ensure that all agreed health and safety policies, COSHH regulations and HACCP procedures are complied with.
3. Prepare, cook and serve all meals in line with National Nutritional standards.
4. Adhere to a high standard of personal cleanliness and hygiene and thereby set an example to the catering staff.
5. Ensure that all members of the catering staff maintain appropriate standards of personal cleanliness.
6. Ensure that all members of staff adhere to all safe working practices and risk assessments.
7. Report immediately any machinery faults or unhygienic areas to the Cook.
8. Plan appropriate balanced meals taking account of any special dietary requirements, e.g. vegetarian, allergens.
9. Order and issue all necessary cleaning materials.
10. Maintain a record of pupils' food allergies.

11. Provide information regarding meal contents related to pupil allergies.
12. Provide all necessary information for health and safety inspections.
13. Ensure the safe and appropriate disposal of all meal waste materials.
14. Maintain an incident log of all accidents that occur in the canteen.
15. Maintain an appropriately stocked First Aid box.
16. Carry out risk assessments for all machinery used in the kitchen.
17. Ensure that all members of staff are aware of how to operate all machinery safely.
18. Ensure that the kitchen are locked at the end of the working day.
19. To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
20. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

#### **Supporting Pupils**

1. Supervise pupils in the dining hall and on the School premises (during the lunch break) ensuring good order and discipline in accordance with whole school policies.
2. Encourage the development of social skills and self-discipline amongst the pupils, e.g. eating in a socially acceptable manner and displaying good manners.
3. Support the behaviour policy of the School by reinforcing acceptable behaviours in non-structured situations, e.g. how to move around the School, socialising with others.
4. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

#### **Continuing Professional Development - Personal**

1. In conjunction with the line manager (headteacher), take responsibility for personal professional development, keeping up to date with relevant developments which may lead to improvements in the catering provision.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

#### **Continuing Professional Development - Staff**

1. Co-ordinate and contribute to the provision of high quality professional development through an effective Performance Management programme, making use of, where appropriate, other sources of expertise, e.g. Trust professional colleagues, outside training agencies, etc.
2. Consider the expectations and needs of other members of staff, and in particular ensure that newly appointed support staff are appropriately monitored, supported and assessed.

This job description will be reviewed at an appropriate time and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Head Teacher or the postholder.

# TUDHOE LEARNING TRUST

## Assistant Cook - Person Specification

Criteria	Essential	Desirable	How identified A -Application R - Reference SP - Selection Process
Application	<ul style="list-style-type: none"> <li>Well presented written / typed Trust application form.</li> <li>Fully supported with 2 references</li> </ul>		<ul style="list-style-type: none"> <li>A, R</li> </ul>
Education and Qualifications	<ul style="list-style-type: none"> <li>Level 2 Food Hygiene certificate or higher</li> <li>Good basic English and Maths skills</li> </ul>	<ul style="list-style-type: none"> <li>City &amp; Guilds 7061 and 7062 or equivalent</li> <li>Level 3 Food Hygiene Certificate</li> </ul>	<ul style="list-style-type: none"> <li>A, SP</li> </ul>
Experience and Skills/Abilities	<ul style="list-style-type: none"> <li>Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace.</li> <li>Able to prepare, cook and present food to meet quality, cost and food and health and safety standards.</li> <li>Experience of working in a school or workplace kitchen.</li> <li>Experience of ordering stock and managing a kitchen within budget restraints.</li> <li>Ability to lead a team and give instructions.</li> <li>Ability to organise, prioritise and complete tasks effectively.</li> <li>Experience of food costings and general administration duties.</li> <li>Able to use equipment safely and follow safe working practices.</li> <li>Be able to use own initiative.</li> <li>Ability to clean thoroughly and efficiently.</li> <li>Ability to work to agreed time schedules.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of running or working in a school kitchen.</li> <li>Experience of recording information on computerised spreadsheets.</li> <li>Ability to breakdown quantities and recipes.</li> </ul>	<ul style="list-style-type: none"> <li>A, R , SP</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Resilience, a collaborative working style, flexibility, caring and understanding attitude and discretion and confidentiality.</li> <li>Committed to the development of the school meals provision, supporting special events and themes and the ethos of the school and delivering the highest possible standards at all times.</li> <li>Ability to effectively communicate with pupils and colleagues.</li> <li>Trustworthy, reliable and hardworking</li> <li>A proactive approach to work</li> <li>Be punctual and reliable</li> <li>A high standard of Personal hygiene</li> <li>Sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>flexible in working hours</li> </ul>	<ul style="list-style-type: none"> <li>A, R, SP</li> </ul>