Northumberland County Council

**JOB DESCRIPTION**

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| **Post Title:** Assistant Cook | | | **Director/Service/Sector:** Children’s Services/Schools | | **Office Use** |
| **Band:** 2 | | | **Workplace:** Cleaswell Hill School | | JD Ref: SG25 |
| **Responsible to:** Catering Manager/Senior Kitchen Staff | | | **Date:** | **Lead & Man Induction:** |
| **Job Purpose:** To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager. | | | | | |
| **Resources** | Staff |  | | | |
| Finance | | Shared responsibility for the collection of monies relating to the service including till or cashless operation | | | |
| Physical | | Shared responsibility for the careful use of equipment | | | |
| Clients | | Providing a catering service to internal or external clients | | | |
| **Duties and key result areas:**  1. Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus  2. Packing meals for transport to other locations where appropriate.  3. Transport meals between kitchen and serving or dining area as necessary  5. Preparation of other service points, as necessary.  6. Assistance with the service of meals and refreshments as required.  7. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.  8. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless  systems.  9. Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term.  10. Assistance with thorough checking of light kitchen equipment.  11. Assisting with the operation of vending services where necessary.  12. Assisting with special events as and when required.  13. Assisting with the operation of vending services where necessary  14. Attend training sessions as and when required.  15. To cover in the absence of the Catering Manager.  16. May be required to cover other sites and duties appropriate to the nature, level and grade of the post  This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  You are therefore under a duty to use the school’s procedures to report any concerns you may have regarding the safety or well-being of any child or young person.  Undertake any other duties and responsibilities consistent with the nature, level and grade of the post. | | | | | |
| **Work Arrangements** | | | | | |
| Transport requirements:  Working patterns: | |  | | | |

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**PERSON SPECIFICATION**

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| **Post Title:** Assistant Cook | **Director/Service/Sector:** Children’s Services/Schools | Ref: SG25 | |
| **Essential** | **Desirable** | | **Assess**  **by** |
| **Qualifications and Knowledge** | | | |
| Basic Food Hygiene Certificate  NVQ Level 2 – Food Preparation and Cooking, C & G 706 1 & 2 or equivalent.  Knowledge of the range of tasks together with the operation of associated tools  and equipment.  Basic literacy and numeracy. | Basic food hygiene certificate  Nationally recognised qualification e.g. City & Guilds 706/1, NVQ  Level 1 or 2 – Food preparation and cooking or equivalent | |  |
| **Experience** | | | |
| Experience of general kitchen duties  Cooking experience in catering establishment | Cooking experience in catering establishment | |  |
| **Skills and competencies** | | | |
| Manual skills associated with food preparation  Basic numeracy and literacy skills  Physical skills related to the work |  | |  |
| **Physical, mental, emotional and environmental demands** | | | |
| Ability to work in a commercial kitchen environment  Regular need to lift and carry items of a moderate weight  Ability to work without constant supervision |  | |  |
| **Motivation** | | | |
| A commitment to providing a quality service to customers  A commitment to undertake job related training | A commitment to continuous personal development  Driving licence  Access to motor vehicle for your own use | |  |
| **Other** | | | |
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Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits