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**Assistant Cook – Grade 1**

**Job Description**

**Post Title:** Assistant Cook

**Responsible to:** School Cook and the Head Teacher

**Main purpose of the post:** To work under the direction of the School Cook

**Main duties:**

* Perform the duties of the School Cook in his/her absence
* Check produce and order stock in the School Cooks absence
* Weighing up and calculating quantities of ingredients to produce healthy foods
* To work within a team to ensure that quality and safety standards are met
* Participating in training and development activities as required
* Assist with food preparation and cooking as required
* Prepare the counter to the standards laid down by the School Cook
* Serve all food and beverages at the specified times
* Operate any control systems as defined by the School Cook, completing necessary records
* Ensure daily knowledge of the food to be served, together with the appropriate garnish, portions and prices
* Maintain the menu boards as directed
* Assist with the washing-up of all light equipment in the servery and kitchen
* Collect and remove to the appropriate area all dirty prep equipment and any other light equipment
* Clean all aspects of the kitchen area & store rooms
* Ensure that all floor and wall surfaces are kept clean to the prescribed height
* Ensure that the store area is kept clean and tidy
* Carry out deep clean as specified by the management
* Maintain competent hygiene standards
* Following company or competent policy in dealing with customer comments or complaints
* Comply with Health and Safety Regulations and Fire Policy. Report hazards to management
* Assist the School Cook in planning the menus
* Keep the cooking area clean & hygienic
* Keep the cooking equipment clean
* Prepare cooking ingredients
* Prepare dressings on salads and desserts
* Move the kitchen equippment wherever needed
* Follow & implement the kitchen safety regulations

Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.