

## Job Description

**Post Title:** Assistant Cook/Domestic MM320

**Evaluation:** 368 Points

**Grade: N3**

**Responsible to:** Nursery Manager

**Responsible for:** N/A

**Job Purpose:** To assist in the provision and preparation of the number of meals required for the establishment. To maintain appropriate standards of cleanliness, hygiene and safety in the kitchen and nursery environment as required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To assist and undertake with all aspects of food preparation including preparing, cooking and service of daily meals.
- 2 To be responsible for the maintenance of good kitchen practice and cooking methods to produce the quality of meal required at the correct time.
- 3 To provide special diets for service users as directed.
- 4 To assist in ordering all stock and supplies in accordance with time schedules of nominated contractors.
- 5 To assist in receipt of and checking delivery of stock ordered.
- 6 To ensure all equipment and tools are kept clean and in good working order. This will include defrosting fridges as and when required, and cleaning main cooking equipment, for example deep fat fryers, ovens, hobs etc.
- 7 To maintain good standards of cleanliness, food hygiene and safety in the kitchen to appropriate standards.
- 8 To undertake general domestic/cleaning duties throughout the nursery building as required, maintaining good standards of cleanliness and safety throughout the nursery environment.
- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.