



Northern Education Trust – Job Description

Job Title:	Assistant Cook	JE Reference	JE206
Base:	Freebrough Academy		
Reports to:	Chef Manager	Grade:	Grade 3 SCP 7 -SCP 8
Service responsibility:		Salary:	£24,294.00- £24,702.00 (FTE, Salary to be pro rata)
Additional:		Term:	30 hours / 39 weeks

JOB PURPOSE

To support the Chef Manager with the preparation and production of breakfast, break, lunch & hospitality services according to requirements.

JOB SUMMARY

1. Preparation and cooking of breakfast, break, lunch & hospitality events in accordance with the daily menu and following the government guidelines with assistance from the general catering team. Maintaining high standards of working practises within the trust.
2. To be competent and skilled to work in all areas of preparation, cooking and counter service.
3. To ensure that the counter presentation and service is to the Academy standards, ensuring quantities and proportions are sufficient to satisfy demand
4. To serve on the food counters following all customer service standards.
5. To support the Chef Manager in maintaining all food stock levels, to include stock taking and stock rotation.
6. To assist in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations.
7. Deputise in the absence of the Chef and manage this transition through to all staff ensuring they are aware of their duties.
8. To ensure, at all times, the good running of the kitchen. To immediately report any concerns or queries to the Chef Manager if the running of the kitchen may in some way be compromised.
9. To attend appropriate training sessions for the purposes of maintaining quality and safe practice in the kitchen environment. To appreciate that these training sessions may need to take place on rare occasion out of term time or duty time.
10. To comply with all Health and Safety legislation.

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

General

3. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: