
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: Assistant Cook
Salary Grade: Derby City Support Staff Grade C
Accountable to: Catering Manager

Post Objective

To support the Catering Manager and Cook in the preparation and serving of fresh, nutritional meals for pupils and staff. To assist the team in the setting out of the school halls for food service and cleaning down thereafter.

To promote the school's vision and values in the provision of a safe, stimulating and high quality environment, catering for young children's educational and developmental needs.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To prepare food, including cooking from fresh ingredients, to agreed standards using recipes provided by the Catering Manager.
2. To serve meals, snacks and beverages to children and staff.
3. To prepare the dining area for service, which may include moving and/or setting up furniture, setting up trolleys and the cleaning and dismantling of these as required after service.
4. To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
5. To undertake daily cleaning and washing up as directed and to agreed standards, in the kitchen and dining areas.

6. Maintain high standards of food hygiene and cleanliness in the kitchen at all times, in accordance with health and safety, food hygiene and COSHH regulations, and with the Arboretum Food Safety Procedures.
7. To check delivery of food and other consumables from designated suppliers.
8. To assist in the storage and management of food and other consumables in line with health and safety and hygiene regulations.
9. To be aware of children with specific dietary needs or allergies, and ensure that they are served the food that is safe for them to eat.
10. To participate in a whole school approach to healthy eating, by providing attractive and nutritious food and encouraging children to eat it.
11. To ensure the maintenance of high standard of personal and kitchen hygiene and use of protective clothing and equipment provided at all times.
12. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
13. To ensure equipment and tools are used appropriately and to report any defective equipment immediately to the Catering Manager.
14. To take on the role and responsibilities of the Cook in their absence
15. Assist in catering for functions when required
16. To undergo any on and off site job training sessions as relevant to the post and required by the school.
17. Maintenance of written records where required.
18. Any additional duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.
19. To ensure that duties are carried out in accordance with Health and Safety, COSHH and the requirements at all times regulations, so that there is no risk to health and safety of self, other employees, children or members of the public.
20. To comply with Data Protection legislation in respect of your duties.

Accountability

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by their manager as required from time to time to ensure the efficiency of the service.

Postholder Name

Signature Date