

<b>Post title:</b> Cook					
<b>Grade:</b>	Grade 3 pt3-4	<b>Staff responsibility:</b>	No	<b>Essential Car user:</b>	No

### Scope of Work – appropriate for this post:

To prepare, assemble, cook all menu dishes, providing high quality dishes for pupils and staff. Assist in general cleaning of the kitchen, maintaining high standards of hygiene. Work with the catering manager to drive sales through central menu plans and promotions and ensure compliance.

### Accountabilities/Responsibilities – appropriate for this post:

#### KEY RESPONSIBILITIES

#### DUTIES AND TASKS

1. To prepare, cook and serve nutritious meals.
2. Follow set portion control and ensure all food is served to a high standard.
3. To ensure all food is stored, handled and packed at the correct temperature and in accordance with Food Handling and Hygiene Regulations.
4. To maintain records of temperatures and remedial action taken where necessary, reporting all issues to the catering manager.
5. To serve on the food counters following all customer service standards.
6. Use machinery as shown and trained. Ensure any equipment issues are reported to your line manager.
7. To ensure that work areas are kept clean and that all waste is recorded and disposed of correctly.
8. To be competent and skilled to work in all areas of preparation, cooking and counter service.
9. Work with a team to fulfil all duties.
10. Monitor and organise stock levels.
11. Ensure deliveries are met and are promptly stored away as appropriate.
12. Ensure the quality and presentation of food is to the highest standards and specification.
13. Ensure the quality and presentation of hospitality catering is to the highest standard.
14. To comply with all Health and Safety legislation.
15. To attend and comply with any training around Health and Safety, Food Safety etc.
16. To ensure and comply with current dress and hygiene regulations.
17. To be responsible for monitoring and recording, day to day production schedule of each menu.

#### CUSTOMER SATISFACTION

1. To deal with customer requests promptly and politely.
2. Listen to customer comments and deal with them as appropriate or pass on to a more senior member of staff to ensure prompt follow up action is taken.
3. Good positive feedback, customer satisfaction and few complaints.

#### HEALTH & SAFETY

1. Take reasonable care for your own health and safety, and that of others, who may be affected by what you do or what you fail to do.

2. Co-operate with your line manager on HSE matters.
3. Correctly use work equipment, personal protective equipment, in accordance with training and instructions provided.
4. Not to interfere with or mis-use anything provided for HSE purposes.
5. Report HSE hazards, accidents, incidents, illness and diseases to your line manager.
6. Complete Level 2 HSE e-learning "Work Safely" (and Working Safely with Food, if appropriate) within 20 weeks of commencing employment.

### **Responsibilities**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate member of staff.
2. Contribute to the overall ethos/work/aims of the school.
3. Participate in training and other learning activities and performance development as required.
4. To support, uphold and contribute to the development of the school's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

### **General Accountabilities**

1. Be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times.
2. Establish and maintain positive, constructive and professional working relationships with staff, visitors, students and parents and other professionals of the school.
3. Be aware and comply with the code of conduct, regulations and policies of the school.
4. Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development.

In relation to the demands of the post, there may be other duties which are expected as part of the pupil support team.

## Person Specification Form

### Post Title - Assistant Cook

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p><b>Qualifications</b></p> <p>Level 2 Health and Hygiene</p> <p>Level 2 Healthier Foods, Special Diets</p> <p>First Aid Certificate</p>	<p>E</p> <p>D</p> <p>D</p>	<p>AF</p>
<p><b>Experience</b></p> <p>Previous experience in a similar environment</p> <p>Previous experience in hospitality and function work</p>	<p>E</p> <p>D</p>	<p>AF</p> <p>AF</p>
<p><b>Knowledge/skills/abilities</b></p> <p>Ability to work at high speeds and volume, as well as maintaining quality, in a busy hectic environment.</p> <p>Team working skills and ability to work as a Cook</p> <p>Good communication skills.</p> <p>Physical abilities of standing for long periods, manual handling, working in hot kitchens and reacting to changing demands.</p> <p>Knowledge of basic food preparation.</p> <p>Ability to clean and use machinery such as the dishwasher and combi-ovens and other light equipment.</p> <p>Demonstration of a willingness and enthusiasm for training and progression.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>AIR</p> <p>AIR</p> <p>AIR</p> <p>AI</p> <p>AI</p> <p>AI</p> <p>AIR</p>

<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people.	E	I
Commitment to equality and diversity.	E	I
Commitment to health and safety.	E	I
Display and maintain a high standard of personal hygiene.	E	I

