

School Based

JOB DESCRIPTION

Job Title:	Catering/Kitchen Assistant/Cook
Grade:	D
Responsible to:	Catering Manager/Cook-in-Charge/ Headteacher
Direct Supervisory Responsibility:	None
Indirect Supervisory Responsibility:	None
Important Functional Relationships:	<u>Internal:</u> Catering Manager/Cook-in- Charge, Headteacher, teachers, support staff, pupils <u>External:</u> Suppliers of Goods and Services, LEA representatives, Cornwall Council departments, Governors.

Main Purpose of Job:

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties. To act as the relief cook when required.

Main Duties and Responsibilities

1. To assist with the smooth running of the school kitchen and assist at catering functions.
2. To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
3. To assist in devising menus to ensure a variety of meals is offered in the school which caters for different dietary requirements as appropriate.
4. To assist in the preparation, cooking and serving of food and beverages as directed by the Catering Manager/Cook-in-Charge.
5. To prepare the dining area to include moving and setting up tables and chairs, setting trolleys.
6. To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment.
7. To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area.

8. To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required.
9. To inform the Catering Manager of any defects in equipment, suspect food or other concerns relating to Food Safety.
10. To support other school catering establishments within a reasonable geographical distance if required.
11. To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Council (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection).
10. To maintain confidentiality of information acquired in the course of undertaking duties for the School.
12. To be responsible for your own continuing self-development, undertaking training as appropriate.
13. To undertake other duties appropriate to the grading of the post as required.

Date Prepared: April 2003

Prepared by: Cornwall Council

PERSON SPECIFICATION**Job Title:** Catering/Kitchen Assistant/Cook**Department:** School based**Person specification prepared by:** Cornwall Council**Date:** April 2003

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Relevant Experience</u>	Previous experience of working in catering.	Some experience of catering work in a school/college environment.	Application form. Interview.
<u>Education & Training</u>	Attainment of GCSE qualifications or equivalent vocational qualifications in catering or a related field.	NVQ level 2 in catering or related field.	Application form. Interview.
<u>Special Knowledge & Skills</u>	Basic food hygiene and safety certificate. Knowledge of food hygiene procedures. Good communication and team working skills.		Interview.
<u>Any Additional Factors</u>	Able to undertake physically demanding work. Self-motivated. Comfortable with children and young people. Acceptance of different attitudes. Patient, friendly and polite approach. Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.		Interview.