



JOB DESCRIPTION

CHILDREN YOUNG PEOPLE AND FAMILIES' PORTFOLIO

This authority / school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

SCHOOL

Hallam Primary School

POST TITLE

ASSISTANT COOK

ROLE PROFILE

EO2A

TOOLKIT JOB REF NUMBER

ToolkitJD-3b

GRADE

3 (inclusive of JWCs)

RESPONSIBLE TO

Line Manager as defined in staffing structure

RESPONSIBLE FOR

As defined in staffing structure

HOLIDAY AND SICKNESS COVER

PURPOSE OF JOB

TO WORK AS PART OF A TEAM IN THE PROVISION OF A CATERING SERVICE TO THE SCHOOL.

RELEVANT QUALIFICATIONS AND EXPERIENCE	
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JOB DESCRIPTION FOR POST OF: - ASSISTANT COOK

SPECIFIC DUTIES AND RESPONSIBILITIES

The postholder must always carry out his/her duties and responsibilities within the spirit of City Council and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 about the statutory responsibilities of the Governing Bodies of Schools.

Specific responsibilities will include:

1. To assist in the preparation of foods/drinks.
2. To assist in the cooking of various dishes/fast food/sweets/snacks (as required) under the supervision of the Cook/Catering Manager.
3. To assist in the service of foods/drinks from various service points.
4. To assist in the cleaning of all work areas.
5. To assist in the periodic deep cleaning work associated with food areas.
6. To check and put away deliveries as required.
7. To deputise for the cook when required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Sheffield City Council's Policies (and/or Policies adopted by the School Governing Body), Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

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