



Caring Achieving Respectful Exciting

POST: Assistant Cook

PURPOSE OF POST:

- To support the school in providing nutritious, healthy meals for all children and staff complying food standards and regulations.
- To work as part of a team preparing, cooking, serving food and drinks and cleaning as directed.
- To substitute for the Catering Supervisor in their absence to ensure there is no breakdown in service.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children.
5. Promote children's self-esteem and inclusion through supporting the independence and inclusion of all children as required.
6. Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Prepare food, including cooking from fresh ingredients, to agreed standards using recipes provided by the Catering Supervisor.
8. Support the Catering Supervisor in developing new recipes.
9. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
10. Encourage children to use good manners and select healthy balanced meals.
11. 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.
12. Operate kitchen equipment, following training.
13. Undertake cleaning and washing up duties as directed by the catering supervisor.
14. Check delivery of food and other consumables from suppliers.
15. Assist in the storage and management of food and other consumables in line with health and safety and hygiene regulations.
16. Support children's social and emotional well-being, reporting problems to senior staff as appropriate.
17. Undertake similar work at other times, such as before and after school.
18. Participate in and contribute to staff meetings and INSET as required.
19. Participate in the development and delivery of national and local initiatives.
20. Continue own professional development in line with school improvement priorities and personal professional needs.
21. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually. This is not a complete statement of all duties and responsibilities of this post.

Signed Assistant Cook:

Date:

Signed Head of School:

Date: