

# Job description

**Job title:** Assistant Cook  
**Job ref:** XS 2.5  
**School:**  
**Grade:** Dorset Grade 3  
**Reports to:** Headteacher

## Main job purpose

To assist in the management of the kitchen, to prepare and cook meals, and to oversee the tasks undertaken by the Kitchen Assistant(s). This will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided

## Main responsibilities and duties

1. To assist in the supervision, direction and training of Kitchen Assistants.
2. To assist in generating and processing all food orders, keeping all records and stock books, as required.
3. To assist in the preparation, cooking and serving of school meals.
4. To assist in the supervision of lunch time service
5. To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene.
6. Wash up, as appropriate.
7. To prepare beverages and refreshments, as requested.
8. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

## Knowledge & skills

Preferably formal training to City and Guilds level 706/1 equivalent and relevant experience in catering.  
Ability to train others, organisational skills, initiative, flexibility, communication at all levels, budgeting experience.

## Supervision & management

A requirement to assist in the supervision and deployment of kitchen assistant(s) as appropriate

## Problem solving

Work to strict deadlines to plan day to day activities, but within established routines, within the budget and guidelines on nutritional content.

## Contacts & relationships

Deal with routine enquires from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Cook-in-Charge/Headteacher.

## Decision making

1. Where there is no specified menu, to assist the Cook-in-Charge/Headteacher in deciding on the school meals to be provided.
2. To order stock when appropriate.

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## Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

## Working environment

Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.

Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

Approval			
Prepared by	Chris Matthews	Date	June 2006
Designation	Pay and Reward Manager		