



Woodside Primary Academy Job Description

Job Title:	Assistant Cook
Responsible to:	Cook/ Catering Lead
Grade/ Pay Range:	Scale 3-4 [Range 5 - 11]
Hours/ Weeks:	32 Hours Term Time

Job Purpose

To assist the Cook and other staff in creating a pleasant meal experience.

MAIN DUTIES AND RESPONSIBILITIES

To assist the Cook with the preparation and cooking of meals and beverages. The serving of food whilst ensuring good customer care.

1. To understand and comply with Food Hygiene Regulations.
2. Whilst on duty wear the correct uniform at all times.
3. To prepare the dining area for the service of food and beverages.
4. To assist the Cook with ensuring that meals are cooked and serviced in a timely manner following safe food hygiene standards.
5. To carry out cooking and food preparation duties as instructed.
6. Assist the Cook with regular checks of kitchen equipment, to ensure all equipment is hygienic and in safe working order and complies with relevant regulations.
7. Assist the Cook with training of new members of kitchen staff.
8. To serve food and beverages in a pleasant and professional manner, ensuring good customer service.
9. To clear away and wash up after meal service.
10. To clear floors, furniture and equipment in the kitchen, servery and dining area.
11. To convey equipment necessary for the consumption of food and beverages from the kitchen to the service area and back having due regard for the Health and Safety of all.
12. To operate kitchen equipment as required after satisfactory training and to do so unsupervised, when needed.
13. To carry out all cleaning duties as required.

14. To maintain a satisfactory pace of work through open consultation with the Cook.
15. To tidy and clean hall area including putting up tables and chairs after meals.
16. To prepare food for breakfast, lunch and meetings as required including whole school community events.
17. To assist with checking deliveries and unpack and store stock on a rotational basis.
18. To contribute to the overall aims of the school and be committed to, and comply with, all school policies.
19. To work effectively and successfully in your team. To attend and participate in relevant meetings as required including team briefings and appraisals in line with school policy.
20. To comply with Safeguarding guidelines and procedures for children and vulnerable adults.
21. To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
22. To understand and comply with the school Equal Opportunities policy and to ensure it is implemented in the areas of responsibility.
23. To contribute and attend whole school community events held by the school including occasional events held at the weekend.

Other Requirements:

1. All appointments are subject to satisfactory pre-employment checks, including satisfactory enhanced criminal records with Barred List check through the Disclosure & Barring Service.
2. To undertake any other temporary duties in line with the basic objectives of the post as required by the Cook and Catering Lead.

Woodside Primary Academy
Person Specification – Assistant Cook

JOB REQUIREMENTS	Essential	Desirable	Method of Assessment I/R/A*
Qualifications			
Good general standard of Education		✓	A
Valid Food Safety certificate	✓		A
Experience			
Evidence of having worked with children in some capacity		✓	I/A/R
Experience of working in a school setting or similar environment		✓	I/A/R
Skills, knowledge and Understanding			
A positive attitude to working with children and adults	✓		I/A
Ability to effectively plan, organise and manage workload	✓		I/A
Ability to work alone and effectively as part of a team	✓		I/A
Effective communication skills			I/A
Ability to work calmly and with patience	✓		I/A
A strong commitment to equality	✓		I/A
Confident to liaise and build good working relationships with colleagues and other professionals.	✓		I/A
Basic understanding of health and safety		✓	I/A
Evidence of commitment to safeguarding and protecting the welfare of children.	✓		I/A
Other Requirements			
Ability to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven, moving food stores following deliveries, lifting service and kitchen equipment	✓		I/A
Flexible approach to work, needs and service delivery	✓		I/A
High standard of punctuality & trustworthy	✓		I/R
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		I/A
Basic First Aid qualification.		✓	A
Appointment to the post is subject to a satisfactory enhanced DBS clearance	✓		I/A

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

*I - Interview A - Application Form R – Reference