

# Job Description and Person Specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills a successful candidate must have.

Note for recruiting managers: If you are recruiting for an existing post, reuse the Job Description and Person Specification that already exists for the job.

## Job details

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Job title: Assistant Cook

Directorate: New Wave Federation –Woodberry Down Primary School

Reporting to: Cook Supervisor / Catering Operations Manager /Headteacher

Grade: Scale 2 – (Point 03-04) £27,711.00 - £28,128.00 (pro rata term time only)

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## Job description

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Purpose of the post:

- To provide support in the preparation, cooking and serving of food and beverages.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

Main duties and responsibilities:

### General:

- Assist as directed with all aspects of food and beverage preparation, packaging, presentation and service to the required standard.
- Serve food according to the style and type of operation as directed.
- Prepare the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
- Ensure sufficient supplies throughout the service period.
- Ensure a high standard of personal hygiene and cleanliness that complies with service standards and statutory requirements.
- Assist at special functions.
- Report any customer complaints or compliments to the supervisor.

### Cleaning and General Tasks:

- Clean on a daily basis all catering areas to the required standard.
  - Attend to the cleanliness of storage areas, including fridges and freezers.
  - Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment.
  - Ensure that deliveries are put away in rotation.
  - Inform the supervisor of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
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- Report to the supervisor immediately any accidents, loss, damage, unfit food or drink or any other irregularities and take any action as directed.
  - Attend training sessions and meetings as required.
  - Work as part of a team contributing to the aims and values of the service.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

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General requirements:

- Take part in the school's performance management system.
  - Attend catering unit meetings on a regular basis.
  - Enhanced DBS Check.
  - Strong commitment to furthering equalities in both service delivery and employment practice.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
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Job title:	Assistant Cook
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Foundation certificate in food hygiene.	✓	
2. NVQ level 2 in food preparation and cooking.	✓	
<b>Experience</b>		
3. Experience of catering.	✓	
<b>Knowledge</b>		
4. Knowledge of basic food preparation such as sandwiches, salads, etc.	✓	
<b>Skills</b>		
5. Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.	✓	
6. Be able to work within Health & Safety standards and Food Hygiene regulations.	✓	
7. Ability to work in a flexible manner	✓	
8. Ability to count dinner trays, cutlery and food portions.	✓	
9. Able to use and clean simple machinery and light equipment.	✓	
10. Demonstrate a willingness and enthusiasm for training and progression.	✓	
11. Able to encourage children to select a balanced meal.	✓	
12. Able to communicate with all kitchen, staff and pupils.	✓	
13. Able to work on own and with a team with little day to day supervision.	✓	
14. Display a commitment to Hackney Learning Trust's equalities policies.	✓	
15. Display and maintain a high standard of personal hygiene.	✓	
16. Work effectively in a busy and hectic environment.	✓	