Assistant Cook

Profile title: Assistant Cook					
Grade:	3	**Staff responsibility:**	Yes	**Essential Car user:**	No

Scope of role

Under the direction of the Catering Manager, to provide support in the preparation, cooking and service of food and beverages plus related catering duties.

In addition to the following duties, the post holder may be required to undertake any of the duties associated with a lower graded catering role.

Accountabilities and Responsibilities (appropriate to this post)

1. **Prepare ingredients** in line with menu requirements and production schedules.
2. **Cook and serve a varied range of meals** according to approved recipes, menus, and production plans.
3. **Operate catering equipment and machinery safely** and in accordance with training and guidelines.
4. **Prepare and clear serving and dining areas**, including general cleaning tasks and washing up as required.
5. **Assist the Catering Manager** in allocating tasks and supervising the kitchen team.
6. **Deputise for the Catering Manager** in their absence to ensure smooth operation of the service.
7. **Communicate with all customers** in a friendly, professional, and caring manner.
8. **Attend training sessions** as required by the school or catering service.
9. **Take responsibility for personal health and safety** and contribute to maintaining a safe working environment for others.
10. **Work in accordance with all school policies and procedures**.

Individuals in this role may also:

- Undertake clerical duties associated with record keeping and stock control.
- Have responsibility for maintaining agreed standards, and any associated documentation, in relation to food and kitchen hygiene.

Attendance

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. It is essential that applicants for positions in this school can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

NOTE

- Duties at the same level of responsibility may be changed or added to the list of key duties at any time to meet changing circumstances.
- Employees will have a flexible approach in terms of working hours and patterns of work dependant on the needs of the school and occasionally may be called upon to work at other times to suit the needs of the school.

Prepared by:	Schools HR Team	**Date:**	04/12/2025

This document sets out the area of work in which duties will generally be focused and gives an example of the type of duties of the postholder. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities - We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety - All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must cooperate with us to apply our general statement of health and safety policy.

Safeguarding Commitment - We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

Customer Focus - We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge - We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.