

Role	Assistant Cook
Job Purpose	To help deliver the School's aims and objectives by preparing attractive, healthy, varied meals for students, staff and visitors.
Accountable to:	Chef
Responsible for:	Nil staff
Accountabilities	<p>1. Management of resources</p> <ul style="list-style-type: none"> a. Assist the Chef in the cost-effective planning, preparation, cooking and service of meals and refreshments, ensuring that excellent quality is consistently provided, portion control is observed and that all food is stored, handled, prepared, processed, cooked and served in accordance with the highest standards of food hygiene at all times. b. Assist with arrangements for school hospitality and forthcoming school events liaising with the Chef, Catering and Cleaning Manager, Head and relevant school support staff as appropriate. c. Implement stock control and purchasing procedures as directed to maintain correct storage and stock levels. To include checking in of deliveries of catering and cleaning materials. d. Support the management of the cashless catering system. Empty and cash up the cash machine at the end of each day. e. Ensure that kitchen equipment is kept clean, operational and maintained in a safe working condition through a specified programme of regular inspection and planned maintenance. <p>2. Leadership and management</p> <ul style="list-style-type: none"> a) Take personal pride in ensuring that the quality and smooth running of the catering service contribute to a positive image of the school and encourage and direct others as appropriate to do so. b) Assist the Chef to organise duty rotas and daily routines to ensure that the catering service is provided consistently, and in accordance with agreed specifications. c) Deputise in the event of the absence of the Chef, including preparation and service of meals, health & safety arrangements and arrangements for school hospitality. <p>3. Health & Safety / Food Safety</p> <ul style="list-style-type: none"> a) In the absence of the Chef ensure that a daily health and safety briefing is held before service starts with the whole catering team with a focus on what issues there may be that could impact the output of the catering service. b) Ensure that high standards of food hygiene and principles of HACCP are always maintained in order to meet the standards required to maintain a Level 5 rating on Food Hygiene. c) Assist the Chef with planning menus to provide for healthy eating and to meet recommended nutritional requirements.

	<p>d) Ensure that menus are designed, and food stored, prepared, served and displayed in a manner that ensure people with food allergies can consume food safely and confidently.</p> <p>e) Assist the Catering and Cleaning Manager with completion of risk assessments / hazard analysis for all catering tasks and ensure that any accidents are reported to them for recording in Sphera.</p> <p>4. Communications and marketing</p> <p>a) Build effective relationships and provide a courteous, friendly service to all customers both internal and external.</p> <p>b) Ensure all products are displayed and served to the customer in an attractive manner.</p> <p>c) Support school functions as required, by providing well-presented, quality refreshments which reflect a positive image of the school.</p> <p>d) Promote the catering service within the school and initiate and implement new ideas to maintain a thriving catering service and increase usage.</p> <p>5. Monitoring</p> <p>a) Collect and analyse data as required to assist future production planning.</p> <p>b) Support the Chef as required with monitoring all food safety critical control points (CCPs) and record on a daily basis. Ensure remedial action is taken if CCPs are not within tolerance levels.</p> <p>6. Training and development of self</p> <p>a) Regularly review own practice and take responsibility for updating own skills and knowledge. This includes food hygiene, catering health and safety, allergen awareness and catering skills.</p>
<p>General requirements</p>	<p>All school staff are expected to:</p> <p>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</p> <p>b. Contribute to the school's programme of extra-curricular activities.</p> <p>c. Support and contribute to the school's responsibility for safeguarding students.</p> <p>d. Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</p> <p>e. Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</p> <p>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</p> <p>g. Engage actively in the performance review process.</p> <p>h. Adhere to policies as set out in the GDST Council Regulations, GDST Knowledge Hub and GDST circulars.</p> <p>i. Undertake other reasonable duties related to the job purpose required from time to time.</p>

Review and Amendment	This job description should be seen as enabling rather than restrictive and will be subject to regular review.
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PERSON SPECIFICATION

Skills Required	
Cooking skills	Essential
Ability to work effectively both in a team and also on own initiative	Essential
Ability to understand oral and written instructions in English	Essential
Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues	Essential
Excellent organisational skills: time management / ability to prioritise and organise own workload / able to work to deadlines	Essential
Basic IT skills, sufficient to maintain records send and receive messages e.g. working knowledge of Microsoft office Excel, Word, Outlook email	Essential
Knowledge Base	
Knowledge of relevant health and safety requirements, in particular food safety / hygiene requirements and management of food allergens	Essential
Knowledge of menu planning and costing, nutrition and healthy eating	Essential
Understanding of child protection issues	Desirable
Understanding of the principles of marketing	Desirable
Qualifications / attainment	
Food Hygiene Certificate Level 2	Desirable
Catering qualification NVQ Level 2	Desirable
Allergen Awareness Level 2	Desirable
Experience	
Experience of food preparation in a commercial/education environment	Essential
Cooking experience – “commis chef” standard and above	Desirable
Experience of catering for functions, including planning and setting up	Desirable
Attitude/approach	
Honesty and integrity	Essential
Professional and approachable attitude	Essential
Self-motivated with a positive ‘can do’ approach to work	Essential
Reliable	Essential

Well presented	Essential
Flexible over working hours according to the needs of the school	Essential
An enjoyment of working with and being in the company of children	Essential