

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Assistant Cook
<b>PLACE OF WORK:</b>	Hoylake Holy Trinity
<b>REPORTING TO:</b>	Headteacher
<b>RESPONSIBLE FOR:</b>	Catering staff in the establishment
<b>SCOPE AND GENERAL:</b>	To assist with the catering service and to provide the service for the client according to their specification within the standards laid down by the School.

## **DUTIES**

1. To assist in ensuring prompt and efficient preparations and service of all meals and breaks at the required time are being provided to the standard laid down by the School and to the School's satisfaction.
2. To assist with the planning of the menu
3. Compliance with the menu and nutritional standards
4. To maintain satisfactory relationships at all levels within the School.
5. To step up and cover for the Cook if required.
6. To ensure that the control of raw materials and portions are to the School's standards, using the School's systems designed and introduced by RPJ3 Group.
7. To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a children focused lunchtime - for every child.
8. To ensure the School's accountancy, documentation and administration procedures are carried out to the approved standard and that the necessary weekly returns are completed accurately and at the appointed time.
9. To assist with recruit, interview, control and discipline staff according to the needs of the School, within the procedure laid down by the School and Government Legislation.
10. To maintain the Legal and School's standards of hygiene and safety and take any action as is necessary.

11. To complete the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document
12. To make regular reports to the School & governors if required, working alongside RPJ3 Group and the Catering Manager and to make any reports as necessary pertaining to current results or events.
13. To attend to any reasonable request made by the School.
14. To actively promote the service encouraging children to use the services.
15. To assist and organise any special function from time to time, some of which may occur outside of normal working hours.
16. To supervise and oversee additional school services to the standards required by the School, using control and monitoring systems provided by the School to ensure adherence to the required, agreed specification for any additional service.

### **IRREGULAR DUTIES**

1. To attend to and take all necessary action, statutory and otherwise, in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities in any service covered by the remit and complete the necessary return and/or reports.
2. To attend meetings and training courses as requested.
3. Ensure personal appearance is well groomed at all times.
4. To attend to any reasonable request made by the Headteacher or line Manager.