

JOB DESCRIPTION

JOB TITLE	Assistant Cook
PLACE OF WORK	Pensby High School
RESPONSIBLE TO	Catering Manager
RESPONSIBLE FOR	All service areas and food preparation
BAND	Band C
SCOPE AND GENERAL	The Assistant Cook will be responsible for assisting in food production, administration and the service of the lunch and stepping up in the absence of the Catering & Hospitality Manager.

DUTIES

1. To assist with the day to day food production in line with the daily menu requirements, nutritional guidelines and food hygiene regulations.
2. To assist in making the food offer fun, nutritious and appealing to all pupils.
3. To assist in presenting lunch service attractively and at the correct temperature
4. To display and practice a friendly and supportive interaction with customers at all times during service in order to deliver a student focused lunchtime - for every child.
5. To serve on counter, promoting main meals and all products and keep counters clean during service.
6. To keep the kitchen and storage areas clean.
7. Attend all meetings and training courses as required.
8. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Catering Manager.
9. Ensure hygiene and safety standards are maintained in all work areas and maintain the Legal and School's standards of hygiene and safety and take any action as is necessary
10. Ensure personal appearance is well groomed at all times.
11. To assist with the completion of the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document

12. To attend to any reasonable request made by the Headteacher and/or line manager.
13. To 'step up' and take charge of the catering service provision in the absence of the Catering Manager.
14. To assist in ensuring equipment is maintained and repairs reported to the school and recorded.
15. To assist in taking all necessary steps to ensure maximum security of the kitchen, store, office, safes and monies and any other areas under the control of the catering department.
16. To have special regard to the welfare and maintenance of the kitchen staff and to assist in monitoring their performance and organise training and coaching as necessary, and record on the appropriate documents.

GENERAL CONDITIONS

1. All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
4. Informing line managers of any problems.
5. Phone into work early if you are ill or try to arrange self-cover.