

Job Description & Person Specification



Job Title	Assistant Cook
Division/Location	Education Catering
Reporting to	Cook Manager
Weekly Hours	
Grade/Salary	£8.01

Job Description	
The Role:	
The production and service of meals and refreshments to a high standard, providing customer satisfaction at all times. To complete other catering functions as required and to cover the operational management of the kitchen when covering for them the absence of the Unit or Cook Manager. Production and service of meals and refreshments. Other catering functions as required.	
Main Responsibilities	
<ul style="list-style-type: none"> • The preparation, cooking and service of meals. • Purchasing of food and cleaning materials on Cypad. • Overseeing Cash handling during break and lunch service. • Kitchen organization and management. • Staff 'on the job' training in the absence of the Cook Manager. • Use and care of equipment. • Adhere to staff and kitchen hygiene regulations. • Comply with 'Health and Safety at Work' procedures. • All records and returns as required in the absence of the Cook Manager. • Undertake any other duties as may be delegated. 	
Other Duties	
The duties listed are not exhaustive and may be varied therefore the post holder will be expected to undertake other duties as appropriate to the role and as requested by his/her line manager.	

Our Values

You will be expected to promote and adhere to the workplace values of our organisation:

Quality – We will focus on the delivery of high standards in all that we do.

Innovation – We will have the courage and commitment to embrace new ideas and support different ways of working to ensure our services are delivered in the most effective way possible.

Respect – We will aim to listen and fully understand what is required of us by the people, organisations and communities with which we work.

Approval/Review Date			
Approved by Operations Director:		Date	
		:	
Approved by HR Director:		Date	
		:	

Trust – We will be transparent, accountable and take ownership of our responsibilities.

Approval/Review Date			
Approved by Operations Director:		Date :	
Approved by HR Director:		Date :	

Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of basic Health and Safety regulations , including the Food Safety Act.	Essential	AF/I
	Knowledgeable about the food industry .	Desirable	AF/I
	Knowledge of different food ingredients.	Desirable	AF/I
Experience	Previous catering experience.	Desirable	AF/I
Skills/Abilities	Able to work in a demanding kitchen environment.	Essential	AF/I
	Able to work as part of a team.	Essential	AF/I
	Good communication skills, both written and verbal.	Essential	AF/I
	Ability to make decisions and respond to customer needs.	Essential	AF/I
Other Requirements			

General
<p>Job descriptions are accurate at the time of compilation but are open to change and therefore will be subject to regular review.</p> <p>It is the individual’s responsibility to take reasonable care for the Health, Safety and Welfare of themselves and others in accordance with the Health & Safety at Work Act (1974) and associated Company policy and procedures.</p> <p>The individual is required at all times to comply with the provisions of the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR) and with any policy introduced by the Company to comply with the Acts.</p> <p>We are committed to employment practices and behaviours which encourage diversity, promote equality of treatment and eliminate unlawful and or unfair discrimination.</p>

Agreement	
Employee Name:	Date:
Employee Signature:	

Approval/Review Date			
Approved by Operations Director:		Date	
Approved by HR Director:		Date	