Keswick School

JOB DESCRIPTION

POST TITLE:	Assistant Cook
RESPONSIBLE TO:	Catering Manager
JOB PURPOSE:	Service of meals and beverages to Pupils and Staff. The post holder will promote a professional image of the Catering Department at all times whilst on duty, and to be responsible for temperature control as well as production and wastage control and be responsible for carrying out a full range of catering duties

GENERAL DUTIES AND RESPONSIBILITIES:

1. To comply with current Food Safety legislation and nutritional guidelines
2. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards
3. Present food in a way that is attractive and encourages healthier choices
4. Prepare wholesome, attractive food presented in a way that attracts the customer
5. Undertake skilled cooking activities to a full range of menu provisions
6. Strive to deliver best possible quality of products and look to improve and innovate wherever possible
7. Prepare ingredients for meals under direction and prepare food in accordance with agreed recipes and methods
8. Ensure all food control documentation is completed accurately on a daily basis (i.e. temperature control, delivery receipt, production & wastage control)
9. Be the lead member of staff for a specific area of responsibility within the catering function, be that;
    - Boarding
    - Hospitality and Cakes
    - Ordering
    - Primaries and Main Courses
10. Deputise for fellow assistant cooks as deemed necessary by the catering manager dependent on the needs of the school
11. Work with the catering manager to ensure that all meals and drinks served comply with current legislation and guidelines as well as the whole school food policy
12. Assist in controlling stock including stock takes

Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA
Keswick School Multi Academy Trust
a company limited by guarantee
Registered in England: Company Number: 07664297
Registered Office: Vicarage Hill, Keswick, Cumbria, CA12 5QB. Tel. 017687 72605
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13. Ensuring safe use of equipment and materials at all times
14. Complete tasks on daily work rota within time allocated, prioritising to ensure important/urgent tasks are completed on time
15. Organise workspace efficiently and in a clean and tidy manner, ensuring the cleanliness of the kitchen, its equipment and its surroundings
16. Operate everyday equipment in accordance with instruction
17. Comply with and ensure effective recipe portion control and minimise wastage where possible
18. Working effectively without supervisor when required
19. Decant and/or serve food for transportation to other server areas within School
20. Ensuring that clean and dirty processes are kept separate
21. Ensuring that cooked and raw foods are kept separate during the preparation, cooking and serving process
22. Ensure the maintenance of a clean and orderly working environment
23. Assist with general cleaning of the kitchen and servery areas both on an ad-hoc basis and as scheduled
24. Prepare routine equipment in a timely and accurate manner as instructed
25. Refill and replace consumables
26. Report faulty equipment and other maintenance requirements to the appropriate person
27. Ensure that lights and other equipment are switched off as appropriate
28. Comply with School security arrangements
29. Actively promote the School meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals
30. Assist the Catering Manager to ensure a whole school approach to child protection, health & safety, confidentiality and security, reporting any concerns to an appropriate person
31. Participate in training and other learning activities as required

Health & Safety:

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

Location:

The post holder may be required to work at other locations from time to time. Reasonable notice of any such changes will be provided.

Confidentiality:

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Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

Job descriptions will be reviewed annually and there is the expectation that the post holder will have the capacity for flexibility. The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.

Keswick School operates a no-smoking policy.

This post requires an enhanced DBS check.

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PERSON SPECIFICATION		
POST TITLE: Assistant Cook		
Attribute/Criteria	**Essential**	**Desirable**
Education/Qualifications/Training	*This may include* • Food Hygiene including certificate OR equivalent experience OR equivalent qualification	*This may include* • C&G Level 1 Preliminary Cookery or Catering & Hospitality OR equivalent • COSHH • HACCP • Willingness to train to achieve 'essential' qualifications
Knowledge & Experience	*This may include* • Experience in relating well to people at all levels and various walks of life	*This may include* • Previous experience of working within a Catering background
Skills & Abilities	*This may include* • A passion for quality service • Good interpersonal skills • Physical/Dexterity – some manual handling required • Judgement/Analytical – must be able to work independently referring problems to Supervisor as required • Planning & Organising – ability to work to own initiative, organising own work and time or to work as part of a team • Ability to co-operate and support others in a team • Ability to share information and expertise and to encourage others to participate in joint tasks	*This may include* • Full working knowledge of policies and procedure relating to child protection, health & safety, confidentiality and security • The understanding that other team members have different roles and responsibilities

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Personal Qualities	*This may include* • Willingness to provide a high level of customer service ensuring that catering is conducted in a professional manner to a high standard	*This may include*

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The Selection Process

Criteria

In most cases the essential criteria identified in the person specification must be fully met. This includes qualifications, experience and any other requirements need to perform the role, particularly in relation to working with children and young people.

To be successful, you will need to demonstrate these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process, your suitability to work with children and young people will be assessed. This will involve specific questioning based on the essential and desirable criteria identified in the person specification as well as safeguarding questions during the interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview. This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualification
- Original documents must be presented at interview when identified as essential criteria

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Equal Opportunities

Keswick School MAT is committed to ensuring that no member of its community experiences unfair discrimination based on sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. This commitment extends to those who are married or in a civil partnership, pregnant or on maternity leave or undergoing, have undergone or are planning to undergo gender reassignment.

Curriculum

All aspects of the curriculum will be developed to avoid excluding particular groups or individuals, except for sound educational reasons.

Behaviour

We expect behaviour to be impeccable at all times. Intimidating or insulting language will not be tolerated.

Staffing

Keswick School MAT is committed to ensuring that its recruitment practices do not discriminate against candidates or potential candidates based on factors unrelated to their ability to perform the duties of the post.

Recognising that young people view staff as role models, every effort will be made to ensure equality of opportunity is evident at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and has a high reputation both locally and beyond.

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