

Job Description & Person Specification

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

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 in the absence of the Unit or Cook Manager.
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.

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 :	

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Person Specification			
Category	Requirement	Essential or Desirable	Assessment Method Application Form (AF) Interview (I) Test(T)
Qualifications/ Knowledge/ Training	Knowledge of 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 :	