



JOB DESCRIPTION

Job Title: Assistant School Cook (16 hours per week)

Grade: LCC Grade 3, Scale Point 3

Responsible to: School Cook

Primary Purpose

To provide catering support in the preparation, cooking and serving of food and beverages, plus catering duties.

Duties and Responsibilities

- To prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning and putting away;
- To prepare the service and equipment as instructed;
- To assist in the preparation, cooking and serving of food and beverages as instructed;
- To clean catering areas to regulated standards as directed;
- To undertake on and off the job training sessions as required;
- To deputise for the School Cook in the event of absence;
- Any other tasks associated with catering.

Health and Safety

- Maintain good standard of hygiene in the kitchen;
- To inform the School Cook of any defects in equipment or premises;
- Promote the safety and wellbeing of pupils and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our School's Child Protection Policy.
- Act in accordance with the School's Health and Safety Policy to responsibly protect the health and safety of all stakeholders.

Personal and Professional Conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school and maintain high standards of attendance and punctuality.
- Respect individual differences and cultural diversity.