



## Job title: Assistant Cook

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| Salary / grade range | Band C SCP4-5 FTE £24,404 - £24,790<br>SCP4 £24,404<br><br>20 Hours per week, 39 weeks per year (including INSET)<br><br>Actual Salary £11,765<br><br>Permanent Position |
| Location             | Co-op Academy Woodslee   |
| Reports to           | Headteacher<br>Cook in Charge  |

### Purpose of role:

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 Cook in Charge.

### Key accountabilities (and specific duties / responsibilities):

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 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.



4. To keep the kitchen and storage areas clean.
5. Attend all meetings and training courses as required.
6. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
7. To 'step up' and take charge of the catering service provision in the absence of the Cook in Charge
8. Administrative duties, as required. To assist in ensuring equipment is maintained and repairs reported to the school and recorded.
9. Assist the Cook with menu planning, ordering, costing, stock and portion control.
10. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post

Individuals in this role may also undertake some or all of the following:

1. Reconciling cash
2. Catering for school functions
3. Receiving deliveries & ordering for kitchen & wider school

## Personal attributes required (based on job description):

| Attributes   | All attributes are essential, unless indicated below as 'desirable' | How measured, e.g. application form (A), interview (I) test (T) |
|--|---|---|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>● GCSE English and Maths (grade C or above) or equivalent</li> <li>● Willingness to identify and take part in relevant self-development opportunities</li> <li>● Level 2 Food Safety minimum</li> <li>● Catering Qualification</li> </ul> | E<br>D<br>E<br>D  | AT<br>AT<br>AT<br>AT  |
| <b>Experience</b> <ul style="list-style-type: none"> <li>● Experience of working in a catering environment</li> <li>● Experience of training staff in basic kitchen skills</li> <li>● Experience of working in a school</li> </ul>   | E<br>E<br>D   | AT<br>AT<br>AT  |



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|--|--|---|
| <p><b>Skills, Ability, Knowledge</b></p> <ul style="list-style-type: none"> <li>• Knowledge of basic food preparation including methods, portions, stock rotation and ordering</li> <li>• Ability to read and implement instructions, such as Health &amp; safety and Food Hygiene regulations</li> <li>• Able to use, and clean, kitchen machinery and equipment</li> <li>• Able to encourage children to select a balanced meal</li> <li>• Display and maintain a high standard of personal hygiene</li> <li>• Work effectively in a busy and hectic environment</li> <li>• Understanding of Safeguarding, Keeping Children Safe in Education and the Data Protection Act</li> </ul> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> | <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> |
| <p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>• Good organisational skills with the ability to multitask</li> <li>• Good level of written and verbal skills</li> <li>• Good IT skills in particular Excel, Word and email</li> <li>• Able to work on own and within a team</li> <li>• Friendly and personable</li> <li>• All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.</li> </ul>   | <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>E</p>          | <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p> <p>AT</p>           |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.