

## Marish Academy Trust Job Description

Contractual Details				
<b>Post Title:</b>	Assistant Cook			
<b>Responsible to:</b>	School Chef/Facilitates Lead			
<b>Contract type:</b>	Permanent ✓	Fixed Term	Full time	Part time ✓
<b>Salary:</b>	NJC05-NJC06 (£19,099.56 - £19,390.22) depending on experience			
<b>Contractual Hours:</b>	7:30am–2:00pm, Monday to Friday (30 hours 50 minutes hours per week), term time only			
<b>Line Management Responsibilities</b>	None			

Job purpose
To support the School Chef in delivering a high-quality catering service for pupils and staff. The post holder will assist with food preparation, meal service, food safety compliance, stock control, cleaning standards and the promotion of healthy eating, ensuring all activities are carried out in accordance with statutory and school requirements.

Post Holder's Responsibilities	
Key Duties	<p><b>FOOD SAFETY AND COMPLIANCE</b></p> <ul style="list-style-type: none"> <li>• Support the School Chef/Catering Manager in ensuring food safety, hygiene and allergen procedures are followed at all times.</li> <li>• Complete and maintain food safety records, including Safer Food Better Business documentation.</li> <li>• Monitor and record food, fridge and freezer temperatures.</li> <li>• Follow all Health &amp; Safety, COSHH and Food Hygiene procedures.</li> <li>• Support the implementation of actions arising from audits and inspections.</li> </ul> <p><b>FOOD PREPARATION AND SERVICE</b></p> <ul style="list-style-type: none"> <li>• Assist in the preparation, cooking and presentation of meals in accordance with approved recipes and nutritional standards.</li> <li>• Support the provision of meals for pupils with special dietary requirements.</li> <li>• Prepare service areas and assist with meal service.</li> <li>• Promote healthy eating and encourage positive food choices.</li> </ul> <p><b>STOCK CONTROL AND RESOURCES</b></p> <ul style="list-style-type: none"> <li>• Support stock control procedures and assist with ordering food and catering supplies from approved suppliers.</li> <li>• Receive, check and store deliveries appropriately.</li> <li>• Ensure effective stock rotation and minimise food waste.</li> <li>• Maintain accurate records as required.</li> </ul> <p><b>KITCHEN OPERATIONS</b></p> <ul style="list-style-type: none"> <li>• Maintain a clean, safe and organised kitchen environment.</li> <li>• Carry out cleaning duties in accordance with cleaning schedules.</li> <li>• Ensure equipment is cleaned and stored correctly.</li> <li>• Report maintenance issues and equipment faults promptly.</li> </ul>

	<p>TEAMWORK AND CUSTOMER SERVICE</p> <ul style="list-style-type: none"> <li>• Work collaboratively with catering staff, lunchtime supervisors and school colleagues.</li> <li>• Develop positive relationships with pupils, staff, parents and visitors.</li> <li>• Contribute to a welcoming dining environment.</li> <li>• Support initiatives to increase meal uptake and enhance the dining experience.</li> </ul> <p>SAFEGUARDING AND PROFESSIONAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young people.</li> <li>• Comply with safeguarding, child protection and safer working practice requirements.</li> <li>• Participate in training, performance management and professional development activities.</li> <li>• Demonstrate commitment to the values and ethos of Marish Academy Trust.</li> <li>• Undertake any other duties appropriate to the grade of the post.</li> </ul>
Health & Safety Management	<p><b>Whilst the Headteacher remains ultimately responsible for the Health and Safety of the school site, it is your responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Alert the Chef of any potential Health and Safety risks of which you may become aware associated with kitchen or dining hall areas</li> <li>• Promote the school's policy around healthy eating to pupils</li> </ul>
Other	<ul style="list-style-type: none"> <li>• To attend and participate in planned and informal CPD training sessions.</li> <li>• Keep your line manager informed of any shortcomings or difficulties with carrying out any of your duties/responsibilities.</li> <li>• Undertaking in-service training where appropriate</li> <li>• Attending the meetings called by the Executive Headteacher, Headteacher, Head of School or Deputy Headteachers – overtime paid if required to attend at other times</li> <li>• Undertake reasonable duties appropriate to the post as directed by your line manager</li> <li>• Carry out duties as directed by the Headteachers</li> </ul>
<p>This job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. It is expected that the post holder may, if required, carry out any relevant additional duties which the Executive Headteacher or Headteacher may, from time to time, deem appropriate and necessary.</p>	

**Marish Academy Trust**  
**PERSON SPECIFICATION – ASSISTANT COOK**

	Essential	Desirable
<b>Qualifications (holds at least one of the following)</b>		
1. Foundation certificate in food Hygiene.		✓
2. NVQ in food preparation and cooking.		✓
<b>Experience</b>		
3. Experience of catering.	✓	
<b>Knowledge</b>		
4. Knowledge of basic food preparation including methods, portions, stock rotation and ordering.	✓	
<b>Skills</b>		
5. Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control.	✓	
6. Be able to work within Health & Safety standards and Food Hygiene regulations.	✓	
7. Ability to count dinner trays, cutlery and food portions.	✓	
8. Able to use and clean simple machinery and light equipment.	✓	
9. Demonstrate a willingness and enthusiasm for training and progression.	✓	
10. Able to encourage children to select a balanced meal.	✓	
11. Able to communicate with all kitchen, staff and pupils.	✓	
12. Able to work on own and with a team with little day to day supervision.	✓	
13. Display and maintain a high standard of personal hygiene.	✓	
14. Work effectively in a busy and hectic environment.	✓	

**General Comments**

The Assistant Cook is required to be flexible in a constantly changing work environment and in implementing the School's policies.