

JOB PROFILE

Post Title: Assistant Cook (Single Status Grade F)

Post Number: Generic (School Meals)

The Assistant Cook is responsible to a Cook-in-Charge or such other officer as may be determined by the authority, for the preparation and cooking of meals. The Assistant Cook must be competent to deputise for the Cook-in-Charge as and when required.

Duties will include:

- Skilled cooking activities connected with the full range of meals
- Food preparation and cooking, and the provision of special dietary meals where appropriate, and the provision of meals on wheels if required.
- Operating within pre-set budgets, implementing portion control, purchasing and stock control as required.
- Operational control, when required, of service point including transported meals as appropriate.
- The direction and/or supervision of other employees i.e. Kitchen Assistants. This could include the allocation of duties, work rotas and on the job training as appropriate.
- Ensuring the implementation of the 'Food Safety' policy through the implementation of hygiene standards and health and safety in the kitchen.
- Administrative duties including the completion of timesheets, ordering of supplies, purchase orders, 'cook safe' record keeping including temperature monitoring, and the completion of a manual or electronic stock book.

These duties may be carried out in any local authority school establishment with a small kitchen.

'A small kitchen' in this instance is one in which there is a Cook-in-Charge who is responsible for other permanent and relief members of staff. Approximately 40 to 120 meals per day on average could be prepared, requiring the full range of cooking and organisational skills.

The duties of this job may include cash handling.

Should meals-on-wheels be provided from the school then there will be a requirement for the post holder to take part in a rota system to provided meals on wheels during school holiday periods.

PERSON SPECIFICATION

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	ESSENTIAL	DESIRABLE
1. QUALIFICATIONS		
• Essential Food Hygiene	***	
• Possession of an SVQ2/Highers or equivalent qualification in a related subject	***	
• Health & Safety training		***
• Cooksafe Training		***
• Nutritional Training		***
2. EXPERIENCE		
• 1-2 years experience in a catering establishment at Assistant Cook level or Senior Kitchen Assistant Level	***	
• Supervisory Experience		***
• Financial and Admin experience		***
• Previous school meals experience		***
• Experience of working with children		***
3. ABILITIES		
• Skilled in food preparation & cooking	***	
• Menu planning		***
• Basic understanding of nutrition	***	
• Food ordering and stock control		***
• Numerate in relation to food costing	***	
• Computer literate		***
• Physically able	***	
• Good interpersonal and communication skills	***	
• Ability to work on own initiative	***	
4. KNOWLEDGE		
• Relevant legislation e.g. Food Safety Regulations	***	
• Risk Assessments & COSHH		***
• Operation of catering equipment	***	

5. VALUES (Commitment to...)		
• Quality of service	***	
• Customer focused	***	
• Flexibility	***	

Allowances:

Evaluated Grade: F

Date of Evaluation: 09/02/2010

Date of Last Amendment: 09/02/2010

Updated for Single Status: 09/02/2010