



**Heygarth Primary School**  
**Assistant Cook**  
**JOB DESCRIPTION**



<b>JOB TITLE</b>	Assistant Cook
<b>PLACE OF WORK</b>	Heygarth Primary School
<b>RESPONSIBLE TO</b>	Catering Manager
<b>RESPONSIBLE FOR</b>	All service areas and food preparation
<b>SCOPE AND GENERAL</b>	The Assistant Cook will be responsible for assisting in food production and the service of the lunch and stepping up in the absence of the cook in charge.

**Band D, 25 hours per week (5 hours per day), 39 weeks per year. Actual working hours to be discussed with the candidate in line with the needs of the school.**

**DUTIES**

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 presenting lunch service attractively and at the correct temperature
3. Serve on counter, promoting main meals and all products in a polite, friendly, and courteous manner and keep counters clean during service.
4. To keep the kitchen and storage areas clean.
5. Attend all meetings and training courses as required.
6. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Catering Manager.

7. Ensure hygiene and safety standards are maintained in all work areas and maintain the Legal and School's standards of hygiene and safety and take any action as is necessary.
8. Ensure personal appearance is well groomed at all times.
9. To assist with the completion of the Safer Food Better Business (SFBB) in line with the legal requirements and use as a daily working document.
10. To attend to any reasonable request made by the Headteacher or line Manager.
11. To 'step up' and take charge of the catering service provision in the absence of the cook in charge.
12. To assist in ensuring equipment is maintained and repairs reported to the school and recorded.
13. To assist in taking all necessary steps to ensure maximum security of the kitchen, store, office, safes and monies and any other areas under the control of the catering department.
14. To have special regard to the welfare and maintenance of the kitchen staff and to assist in monitoring their performance and organise training and coaching as necessary, and record on the appropriate documents.
15. All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and college instruments and regulations and other legal requirements, nationally agreed codes of practice, which are relevant.
16. All duties will be carried out in the working conditions normally inherent in the particular job.
17. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.
18. Informing line managers of any problems.
19. Phone into work early if you are ill or try to arrange self-cover.

20. To be responsible along with all members of the school staff for the safeguarding and welfare of all pupils.

**Note**

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the service in relation to the post holder's responsibilities and duties.

Elements of this job description and changes to it may be amended in light of organisational and service requirements.

Signed: ..... Assistant Cook

Date: .....

Signed: ..... Headteacher

Date: .....