Job Description	
Post:	Assistant Cook
Pay Scale:	Grade 2, scale point 4
Responsible to:	Cook
Main Location:	School-based

Purpose of the role

To support the Cook/Catering Supervisor in providing nutritious, well-presented meals for pupils, ensuring high standards of food hygiene, safety and customer service.

Main Duties

- To assist in basic food and beverage preparation and assembling meals in accordance with menus.
- Serve meals ensuring appropriate portion sizes and a positive dining experience
- Set up serveries, counters, and dining areas
- General kitchen and dining room duties (i.e. washing up, setting up and clearing away equipment and tables.
- Assist in the cleaning of the kitchen, its surroundings and equipment.
- Assist with receiving and storing deliveries
- Follow menus, recipes and instructions accurately
- Maintain simple kitchen records e.g. temperature recording as directed
- Participate in required training such as food hygiene, allergens and safeguarding; helping to ensure food hygiene and safety regulations are always adhered to.

Professional standards and development

- Take responsibility for and participating in continuing professional development.
- Be a role model to students through appropriate personal presentation and professional conduct.
- Support all the School's policies and ethos.
- Establish effective working relationships with professional colleagues both in school and as part of the school's learning community and network.
- Responsible for the health, safety and welfare of self and colleagues in accordance. with the School's Health and Safety policies and procedures and current legislation.
- Reflect on own professional practice.
- Take responsibility for and participating in continuing professional development.

Continuing professional development and formation

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

- Maintain a professional portfolio of evidence to support the Performance. Management/Appraisal process – evaluating and improving your own practice.

General Responsibilities

- Attend and participate in staff meetings, training, and briefings as appropriate.
- Be aware of, and comply with all Trust policies and procedures, particularly those relating to child protection, health, safety and security, financial management, confidentiality, and data protection.
- Contribute to the overall ethos, work, and aims of the Trust.
- Commitment to the principle of working collaboratively with other schools within the St Teresa of Calcutta Catholic Academy Trust.

These duties are neither exclusive nor exhaustive, and the postholder will be required to undertake other duties and responsibilities, which the Trust may determine. Please note that the successful applicant will be required to comply with all Trust Policies.

The Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where applicable). Please see STOC's Safeguarding and Recruitment Policies for further details. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check. An online search will be performed on all shortlisted applicants in accordance with the Trust's safeguarding procedures and Keeping Children Safe in Education statutory guidance.

It is the practice of this Trust to periodically examine employees' job descriptions and to update them to ensure that they relate to jobs as they are being performed, or to incorporate whatever changes are being proposed. It is the Trust's aim to reach agreement on any alterations.

The Trust is committed to welcoming individuals regardless of age, disability, ethnicity, faith, gender identity, sexual orientation, marital status or socio-economic background or whether you are pregnant or on maternity, adoption, parental or other family leave. We welcome applicants from all communities and from people that identify with those characteristics.

Person Specification		
Key E Essential, **R** References, **I** Interview, **C** Certificate, **D** Desirable, **A** Application		
	Essential / desirable	**Evidence**
Qualifications		

Willingness to undertake Level 1 or 2 NVQ in a relevant discipline	Essential	A/I
Level 2 Food Hygiene Certificate	Desirable	A/I/C
GCSE English and Mathematics at Grade A*-C, or GCSE Level 4-9, or a level 2 qualification in Literacy and Numeracy or CSE Grade 1 in English and Mathematics or equivalent	Desirable	A/I/C
Knowledge & Experience		
Understanding of basic food hygiene and safe working practices e.g. food storage	Essential	A/I
Ability to follow work routines, menus and recipes	Essential	A/I
Experience in catering or school kitchen	Desirable	A/I
Awareness of allergens and dietary needs	Desirable	A/I
Technical Skills & Abilities		
Ability to work effectively as part of a team	Essential	A/I
The ability to undertake light/moderate lifting i.e. food deliveries, dining room duties	Essential	A/I
Good communication skills to support pupils and staff	Essential	A/I
Basic numeracy for portioning and measuring	Essential	A/I
Ability to maintain hygiene and cleanliness standards	Essential	A/I
Willingness to wear protective clothing	Essential	A/I
Basic IT literacy for simple digital logging systems	Desirable	A/I
Special Working Conditions		
Ability to work in a warm, busy kitchen environment	Essential	A/I
Willingness to follow Health & Safety and safeguarding procedures	Essential	A/I
Be able to work flexibly, e.g. covering absences to ensure smooth running within a kitchen establishment	Essential	A/I

Willingness to work additional hours	Desirable	A/I
Personal characteristics		
Commitment to high standards of hygiene, presentation and service	Essential	A/I/R
Positive attitude, reliability and a willingness to learn	Essential	A/I/R
Respectful, child-centered approach	Essential	A/I/R
Ability to maintain confidentiality and uphold School/Trust values	Essential	A/I/R
Shows initiative and enthusiasm	Desirable	A/I/R
Flexible and dedicated approach to work	Essential	A/I/R
Commitment to Safeguarding and protecting the welfare of children and young people	Essential	A/I/R
Commitment to equality and diversity	Essential	A/I
Commitment to good attendance at work	Essential	A/I/R
Commitment to continuing professional development	Essential	A/I/R