Victorious Academies Trust
Success in education

Job Description Assistant Cook

JOB PROFILE NAME:	**Assistant Cook**
LINE MANAGED BY:	**Kitchen Manager**
PROFESSIONALLY REPORTS TO:	**School Headteacher and Trust Catering Manager**

Purpose and key objectives of the Role

To provide a high-quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners. Including:

- To provide support in the preparation, cooking and serving of food and beverages.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities:

The Assistant Cook will provide an efficient and effective organisational support to an academy within our Trust as follows:

Main Responsibilities

- Assist as directed with all aspects of food and beverage preparation, packaging, presentation and service to the required standard.
- Serve food according to the style and type of operation as directed.
- Prepare the dining area, which may include moving and setting up furniture, setting trolleys and dismantling as required.
- Ensure sufficient supplies throughout the service period.
- Ensure a high standard of personal hygiene and cleanliness that complies with service standards and statutory requirements.
- Assist at special functions. Report any customer complaints or compliments to the supervisor.

Cleaning and General Tasks:

- Clean on a daily basis all catering areas to the required standard.
- Attend to the cleanliness of storage areas, including fridges and freezers.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment.
- Ensure that deliveries are put away in rotation.
- Inform the supervisor of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.

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- Report to the supervisor immediately any accidents, loss, damage, unfit food or drink or any other irregularities and take any action as directed.
- Attend training sessions and meetings as required. Work as part of a team contributing to the aims and values of the service.

Cleaning and General Tasks:

- Take part in the Trust's performance management system.
- Attend local governing board meetings if required.
- Attend and promote Healthy Eating at whole school parent events/evenings and other events and activities as required.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Carry out additional tasks / duties as reasonable expected under the direction of the Catering Manager / Kitchen Manager / Headteacher as appropriate. The duties may change over time as requirements and circumstances change.

Additional Role Information

This role may include working across other academies within our Trust.

Person Specification

Attributes	Essential	Desirable
Educational Attainment	• Good standard of education including written and language skills • Foundation certificate in food Hygiene. • NVQ in food preparation and cooking.	
Work Experience	• Previous experience of catering.	
Knowledge/ Skills/ Aptitudes	• Knowledge of basic food preparation including methods, portions, stock rotation and ordering. • Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control. • Be able to work within Health and Safety standards and Food Hygiene regulations. • Ability to count dinner trays, cutlery and food portions.	

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	• Able to use and clean simple machinery and light equipment. • Demonstrates a willingness and enthusiasm for training and progression. • Ability to encourage children to select a balanced meal. • Ability to communicate with all staff and pupils. • Able to work on own and with a team with little day to day supervision.	
Disposition	• Punctual, with a good attendance record. • Displays a commitment to Victorious Academies Trust's equalities policies. • Displays and maintain a high standard of personal hygiene. • Work effectively in a busy and hectic environment. • Flexible approach. • Able to work both independently and as part of a wider school team.	
Circumstances	• This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. • An enhanced DBS certificate and barred list check. • Evidence of previous work experience. • References.	