

Job Description

Post:	Assistant Cook
Salary Grade:	Band 8
Responsible to:	Centre Catering Manager

Key Purpose

To assist in the preparation and cooking of nutritional food for daily service of meals and hospitality working alongside the Cook In Charge at all times.

To assist in keeping the kitchen clean and tidy in line with food safety regulations.

To assist with the cashing up of the tills as required working with the Cook In Charge.

Duties & Responsibilities

A	To participate in key College processes as required
B	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance
C	To work flexibly in the interests of the organisation as required
D	To participate in performance reviews and to undertake staff development activities as appropriate
E	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with
F	To assist the Cook In Charge with the preparation and cooking of menu items for daily breakfast and lunch services.
G	To assist the Cook In Charge with preparing food and drinks, delivery of hospitality including room set up and clearance.



H	To assist with counting food for stock taking, accepting delivery and storage of food and supplies for the kitchen in accordance with HACCP / COSHH regulations (including temperature controls).
I	To assist in ensuring all kitchen equipment and areas are kept clean at all times in accordance with the HACCP and COSHH guide lines.
J	In the absence of the Cook In Charge complete daily temperature records and the Safer Food Better Business (SFBB) diary within the kitchen area.
K	To undertake counter duties including cash handling, in accordance with the financial regulations when required and cash up tills in the absence of the Cook in Charge.
L	To be flexible, provide cover for staff absences within the Catering and Retail Division to meet the needs of the College.
M	To demonstrate a positive, enthusiastic, committed and flexible attitude towards customers and other team members, recognising the importance and benefits of effective team working.
N	To assist with ensuring a consistent high standard of service in all aspects of the Catering and Retail Division, looking for ways to improve quality of service at all times.
O	To carry out any other duties commensurate to the post as required by your Team Leader / Supervisor / Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

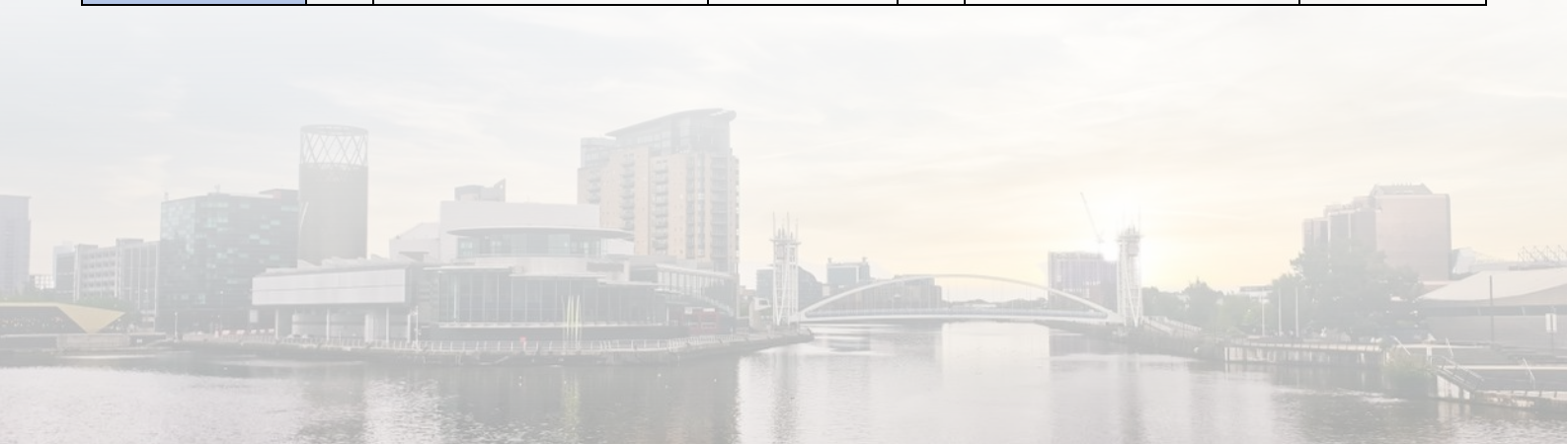
Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 2 Food Safety Certificate or working towards	Application / Certificate	A	NVQ Level 3 Food Safety	Application / Certificate
	2	Literacy Level 2	Application / Certificate	B	Nutritional Certificate	Application / Certificate
	3	Numeracy Level 2	Application / Certificate			
	4	C&G 7061 or NVQ Level 1 equivalent in Catering and Food Preparation	Application / Certificate			
Professional Development	5	Evidence of ongoing Professional Development	Application / Interview			
Experience	6	Food preparation and cooking for large numbers	Application / Interview	C	Cash Handling	Application / Interview
	7	Dealing with customers	Application / Interview	D	Batch cooking	Application / Interview
	8	Stock control and ordering supplies	Application / Interview			



	9	Experience of working within an education environment	Application / Interview			
	10	Hospitality services	Application / Interview			
Knowledge	11	Food Safety	Application / Interview	E	Safer Food Better Business	Application / Interview
	12	COSHH and HACCP regulations	Application / Interview			
Skills / Qualities	13	Good communication and Organisational skills emphasis on giving service and quality	Application / Interview			Application / Interview
	14	Ability to work to deadlines and under pressure	Application / Interview			Application / Interview
	15	Ability to work as part of a team	Application / Interview			Application / Interview
	16	Flexible approach	Application / Interview			
	17	Attention to detail	Application / Interview			
	18	Ability to work on own initiative	Application / Interview			



Other	19	Strong values and commitment to the College's ethos.	Application / Interview			
	20	Ability to travel between College sites	Application / Interview			
	21	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	22	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	23	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

