St Joseph
Catholic Multi Academy Trust

JOB DESCRIPTION and PERSON SPECIFICATION

Job Title:	Assistant Cook	**Grade:**	Grade 3
Area/Section:	Holy Family Catholic Academy	**Salary:**	SCP 5-9
Date Prepared:	July 2026	**Hours:**	30 hours per week
Reporting to:	School Cook	**Contract:**	Term time plus 1 week

Role Purpose

At Holy Family Catholic Academy, we are dedicated to creating a nurturing and supportive environment for our pupils. Our mission is to foster the academic, physical, and emotional well-being of every pupil. We believe that healthy, nutritious meals are a cornerstone of a successful educational experience.

Holy Family Catholic Academy works with Food For Thought Merseyside Ltd. to deliver our meals service. Food For Thought is a not-for-profit school meals company whose mission is to support their community of schools who promote the mental, physical, and emotional well-being of children through a Good Food Culture. They design termly menus and recipes using fresh ingredients, following School Food Standards, without setting portion limits. The focus is to ensure that each pupil gets enough food to sustain them during a school day.

Role Summary

We are seeking a passionate and dedicated Assistant Cook to support our School Cook in the daily operations of our school kitchen.

The Assistant Cook will work closely with the School Cook to ensure a friendly and delicious food service, a dynamic and happy catering team and be able to step up to cover absences when needed.

The ideal candidate will have a strong commitment to food safety, organisation, and the health and well-being of our pupils. They will be passionate about using and cooking with fresh ingredients. This role requires collaboration with Food For Thought and adherence to their guidelines and the values of our school.

Key Responsibilities and Accountabilities

Food Safety

- Support the School Cook in ensuring all food safety standards are met, including proper storage, handling, and preparation of food items.
- Maintain up-to-date paperwork as required by law and assist in providing staff training.

Menu Planning

- Follow the Food For Thought weekly menu and recipes.
- Assist in planning and developing appealing Chef's Specials to support the Food For Thought menu.
- Consider the dietary needs of pupils, including those with varied cultural and religious backgrounds and special dietary requirements.

Food Preparation

- Support the School Cook in ensuring efficient preparation and service of meals and breaks to the standards set by the school and Food For Thought.

- Assist in preparing and cooking meals in accordance with established recipes and guidelines provided by Food For Thought, ensuring quality and consistency.
- Use fresh ingredients in the preparation and planning of meals.
- Support with the organisation and catering of special functions, some of which may occur outside of normal working hours.

Ordering and Inventory Management

- Assist in managing inventory and ordering food from recommended suppliers.
- Maintain accurate records and help manage wastage effectively to ensure efficient and cost-effective operations.

Collaboration

- Work closely with the Food For Thought Area Manager to align food service operations with their guidelines and the school's values.
- Collaborate with lunchtime support staff to ensure the lunch service is a smooth and enjoyable experience for pupils.
- Maintain and build relationships at all levels within the school.

Health and Well-Being

- Promote healthy eating habits and nutritional education among pupils and staff.

Compliance

- Adhere to legal standards of hygiene and safety.
- Ensure the Safer Food Better Business (SFBB) documentation is completed in line with legal requirements and used as a daily working document.
- Support the School Cook/ Catering Manager in implementing any changes resulting from routine audits and inspections.

Cleanliness and Maintenance

- Support the maintenance of a clean, organised, and safe kitchen environment, including routine cleaning and inspections.
- Ensure equipment is maintained and repairs are reported to the school and recorded.

Team Support

- Support the School Cook in supervising and training the catering team.
- Assist in motivating the catering team to deliver the catering service to a high standard.
- Step up to cover the School Cook/ Catering Manager during absences.

Customer Service

- Provide friendly and responsive service to pupils, staff, and parents, addressing any concerns or feedback promptly.
- Help maintain high levels of hot meal uptake through the preparation of delicious food and encouraging service.
- Make mealtimes a pleasing and pleasant experience for all pupils.

Values Alignment

- Commitment to the values and mission of Holy Family Catholic Academy.
- Passion for promoting health and well-being through nutritious meals.
- Dedication to creating a positive and inclusive environment for all pupils.

General

- Maintain high standards of personal hygiene.
- Ensure uniform is clean and presentable.

- Attend meetings and training courses as requested.
- Follow school policies and procedures, demonstrating a keen awareness of safeguarding children and vulnerable people.
- Implement the principles of the school's Equal Opportunities Policy while carrying out the above duties.

General Responsibilities

- Follow all Trust policies and procedures relating to statutory requirements including safeguarding, health and safety and data protection
- Participate in performance and development review processes
- Develop and maintain positive relationships with staff, pupils, parents and external stakeholders
- Maintain confidentiality at all times in respect of school-related matters
- Undertake such other duties as are appropriate to the grade of the post

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust and Academies are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

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PERSON SPECIFICATION

The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.

		Essential	Desirable
1.	**Qualifications and Training**		
	Minimum of 5 GCSE (including Mathematics and English) at Grade A-C or Equivalent.	✓	
	Certification in food safety (e.g., Level 2 Food Hygiene) or willingness to obtain upon hire.	✓	
2.	**Experience**		
	Proven experience as a cook or chef, preferably in a school, childcare, or similar setting.	✓	
	Basic experience in menu planning and food preparation for large groups.	✓	
	Experience managing food inventory and ordering supplies.	✓	
	Previous experience in an educational setting or with child nutrition programmes.		✓
3.	**Knowledge and Skills**		
	Knowledge of food safety regulations and best practices	✓	
	Culinary skills, including the ability to prepare and cook healthy and appealing meals.	✓	
	Excellent organisational and time management skills to manage multiple tasks efficiently.	✓	
	Ability to follow instructions and work independently when required.	✓	
	Strong communication and interpersonal skills to interact positively with students, staff, parents, and external partners.	✓	
	Customer service-oriented with a friendly and approachable demeanour.	✓	
	Physical stamina to handle the demands of a busy kitchen environment, including lifting, standing for long periods, and working in hot conditions.	✓	
	Knowledge of nutrition education and ability to promote healthy eating habits among young people.		✓
	Familiarity with School Food Standards.		✓
4.	**Professional and Personal Qualities**		
	Passionate about promoting health and well-being through nutritious meals.	✓	
	Passionate about using and cooking with fresh ingredients.	✓	
	Committed to the values and mission of the school.	✓	
	Enthusiastic about working with children and creating a positive dining experience for them.	✓	
	Flexible and adaptable to changing circumstances and requirements.	✓	
	Collaborative mindset, with the ability to work effectively with a team and external partners like Food For Thought.	✓	
	Reliable and punctual, with a strong work ethic and attention to detail.	✓	
	Commitment to continuous professional development and learning.		✓
	A commitment to the Trust's core purpose around giving children the best possible Catholic education.	✓	

		Essential	Desirable
	Commitment to high educational, professional and personal standards, acting with integrity and honesty to safeguard the financial probity and reputation of the academy.	✓	
	Understanding of promoting positive relationships with the wider academy community.	✓	
	Thinks and acts strategically by reflecting and analysing and making sound ethical judgements.	✓	

The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service (if ticked as an essential requirement).	✓	
	If the post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓	
	If the post-holder does not require a DBS disclosure the candidate is required to declare unspent convictions only.		N/A
The employment checks are required:			
	Evidence of entitlement to work in the U.K.	✓	
	Evidence of essential qualifications – section 1 of PS	✓	
	Two satisfactory references	✓	
	Confirmation of medical fitness for employment	✓	
	Registration with appropriate bodies (where applicable)	✓	