

Newton Westpark Primary School



Assistant Cook

Service: Newton Westpark Primary School

Grade: G3 (Pro Rata)

Reporting to: Cook In Charge

Your Role

To prepare and cook meals and assist with day-to-day kitchen duties as directed by the Cook in Charge.

Main responsibilities, tasks & duties

- Prepare and cook meals as directed.
- Promote a welcome and friendly environment.
- Assist in the daily operation of the kitchen, including general kitchen duties, washing up and general cleaning as directed.
- Serving meals.
- Assist with paperwork/record keeping as required, including Hazard Analysis and Critical Control Points (HACCP).
- Comply with the relevant qualified assurance standards.
- Adhere to health and safety working practices ensuring own personal safety and that of others.
- Work with other team members and colleagues to develop and maintain effective working relationships.
- Work closely with the Cook in Charge and School Business Manager to address any issues which may arise.
- Act as a guide/mentor to general kitchen operatives where required.
- To always promote safe working practices and work in a way that will ensure your own personal safety and that of others.
- Undertake regular training as and when required under the direction of the School Business Manager.
- Display passion and dedication to the role.
- Be available to attend meetings and 2 cleaning days per year.
- Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules.

Person Specification

You must be able to demonstrate the following essential requirements:

- Level 2 Food Hygiene Certificate.
- Experience of working in a busy catering operation.
- The skills and confidence to assume responsibility for kitchen operations in the absence of the Cook in Charge.
- Understanding of Control of Substances Hazardous to Health (COSHH) principles.
- Awareness of food allergens and allergen management.
- Excellent communication skills with a good level of written, oral and numeracy skills.
- Knowledge of basic Health & Safety principles and how to adhere to them in a kitchen environment.
- Ability to work without supervision, at times on your own and as part of a team.
- Ability to stand for long periods of time and to lift heavy equipment.
- Ability to use initiative to respond to routine problems.
- Willingness to work on school inset training days and school open evenings when required.
- Willingness to undertake further relevant training as required.
- Legally entitled to work in the UK.