



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Assistant Cook
SCHOOL:
SALARY: Band 2
RESPONSIBLE TO:

PURPOSE OF JOB:

Northumberland Church of England Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Trust will provide an environment in which the personal attributes, strengths and academic excellence of staff will enable the creation of opportunities for all to develop their potential to the full; creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.

It is essential that the post holder actively supports the vision and ethos of the Northumberland Church of England Academy.

The purpose of this role is to manage the catering provisions on a small to medium Primary site, under the general direction of the Campus Services Manager

MAIN RESPONSIBILITIES:

- Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus
- Packing meals for transport to other locations where appropriate.
- Transport meals between kitchen and serving or dining area as necessary
- Preparation of other service points, as necessary.
- Assistance with the service of meals and refreshments as required.
- General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
- Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.
- Assistance with thorough cleaning of kitchen area and equipment and dining

furniture - prior to each school term.

- Assistance with thorough checking of light kitchen equipment.
- Assisting with the operation of vending services where necessary.
- Assisting with special events as and when required.
- Assisting with the operation of vending services where necessary
- Attend training sessions as and when required.
- To cover in the absence of the Catering Manager.
- May be required to cover other sites and duties

The person undertaking this role is expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. You may be required to carry out additional duties commensurate with the level of the role.



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Post Title: Assistant Cook		
Person Specification:	Essential	Desirable
Experience: <ul style="list-style-type: none"> ● Experience of general kitchen duties ● Cooking experience in catering establishment 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Skills & Competencies: <ul style="list-style-type: none"> ● Manual skills associated with food preparation ● Basic numeracy and literacy skills ● Physical skills related to the work ● Basic literacy and numeracy. ● Ability to work in a commercial kitchen environment ● Regular need to lift and carry items of a moderate weight ● Ability to work without constant supervision 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	
Knowledge & Qualifications <ul style="list-style-type: none"> ● NVQ Level 2 – Food Preparation and Cooking, C & G 706 1 & 2 or equivalent. ● Basic food hygiene certificate ● Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent ● Driving licence ● Access to motor vehicle for your own use ● Knowledge of the range of tasks together with the operation of associated tools and equipment. 	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>
Physical, mental and emotional demands: <ul style="list-style-type: none"> ● Commitment to helping provide a high quality service to children and families 	<p style="text-align: center;">✓</p>	
Other: <ul style="list-style-type: none"> ● Willingness to participate in training and development 	<p style="text-align: center;">✓</p>	