



Northumberland Church of England Academy Trust

JOB DESCRIPTION

JOB TITLE: Assistant Cook
SCHOOL:
SALARY: Band 2 (point 3-4)
RESPONSIBLE TO: Unit Catering Manager
RESPONSIBLE FOR:

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 Trust.

PURPOSE OF JOB:

To assist in the preparation for and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of a Catering Manager.

RESOURCES:

Staff - n/a

Finance – n/a

Physical - Shared responsibility for the careful use of equipment

Clients - Providing a catering service to internal or external clients

DUTIES AND KEY RESULT AREAS

RESPONSIBILITIES:

1. Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus
2. Packing meals for transport to other locations where appropriate
3. Transporting meals between kitchen and serving or dining area as necessary
5. Preparation of other service points, as necessary
6. Assistance with the service of meals and refreshments as required

7. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc
9. Assistance with thorough cleaning of kitchen area, equipment and dining furniture prior to each school term
10. Assistance with thorough checking of light kitchen equipment
12. Assisting with special events as and when required
14. Attend training sessions/complete online training within the timeframe required
15. To cover in the absence of the Catering Manager
16. May be required to cover other sites and duties appropriate to the nature, level and grade of the post

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:		
Person Specification:	Essential	Desirable
Knowledge and Qualifications:		
Basic food hygiene certificate	✓	✓
Allergen awareness certificate	✓	✓
Knowledge of the range of tasks together with the operation of associated tools and equipment	✓	
Basic literacy and numeracy	✓	
Experience:		
Experience of general kitchen duties	✓	
Cooking experience in catering establishment	✓	✓
Skills and Competencies:		
Manual skills associated with food preparation	✓	
Basic numeracy and literacy skills	✓	
Physical skills related to the work	✓	
Physical, mental and emotional demands:		
Ability to work in a commercial kitchen environment	✓	
Regular need to lift and carry items of a moderate weight	✓	
Ability to work independently	✓	
Other:		