

## Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Assistant Cook		<b>Director/Service/Sector:</b> Children's Services/Schools		<b>Office Use</b>
<b>Band:</b> 2		<b>Workplace:</b> St Aidan's RC Primary School		JD Ref: SG25
<b>Responsible to:</b> Catering Manager/Senior Kitchen Staff		<b>Date:</b> September 2020	<b>Lead &amp; Man Induction:</b>	
<b>Job Purpose:</b> 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.				
<b>Resources</b>	Staff			
	Finance	Shared responsibility for the collection of monies relating to the service including till or cashless operation		
	Physical	Shared responsibility for the careful use of equipment		
	Clients	Providing a catering service to internal or external clients		
<b>Duties and key result areas:</b> <ol style="list-style-type: none"> <li>1. Preparation, cooking and service of food and beverages accommodating any special dietary requirements and following agreed menus</li> <li>2. Packing meals for transport to other locations where appropriate.</li> <li>3. Transport meals between kitchen and serving or dining area as necessary</li> <li>5. Preparation of other service points, as necessary.</li> <li>6. Assistance with the service of meals and refreshments as required.</li> <li>7. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.</li> <li>8. Assist with the administration, collection, reconciliation and security of monies relating to the service including till operation and operation of cashless systems.</li> <li>9. Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term.</li> <li>10. Assistance with thorough checking of light kitchen equipment.</li> <li>11. Assisting with the operation of vending services where necessary.</li> <li>12. Assisting with special events as and when required.</li> <li>13. Assisting with the operation of vending services where necessary</li> <li>14. Attend training sessions as and when required.</li> <li>15. To cover in the absence of the Catering Manager.</li> <li>16. May be required to cover other sites and duties appropriate to the nature, level and grade of the post</li> </ol> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.</p> <p>Undertake any other duties and responsibilities consistent with the nature, level and grade of the post.</p>				
<b>Work Arrangements</b>				
Transport requirements:				
Working patterns:				

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**PERSON SPECIFICATION**

Post Title: Assistant Cook		Director/Service/Sector: Children's Services/Schools	Ref: SG25
Essential	Desirable		Assess by
Qualifications and Knowledge			
Basic Food Hygiene Certificate NVQ Level 2 – Food Preparation and Cooking, C & G 706 1 & 2 or equivalent. Knowledge of the range of tasks together with the operation of associated tools and equipment. Basic literacy and numeracy.	Nationally recognised qualification e.g. City & Guilds 706/1, NVQ Level 1 or 2 – Food preparation and cooking or equivalent		A I R
Experience			
Experience of general kitchen duties Cooking experience in catering establishment	Cooking experience in catering establishment		A I R O
Skills and competencies			
Manual skills associated with food preparation Basic numeracy and literacy skills Physical skills related to the work			A I R O
Physical, mental, emotional and environmental demands			
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			A I R O
Motivation			
A commitment to providing a quality service to customers A commitment to undertake job related training	A commitment to continuous personal development Driving licence Access to motor vehicle for your own use		A I R O
Other			

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits