



NORTHERN PARADE (FEDERATED) INFANT & JUNIOR SCHOOL

'Eager to learn ~ Live to learn'

JOB DESCRIPTION

JOB TITLE: ASSISTANT COOK

REPORTS TO: LEAD COOK

GRADE: Pay Band 3

Northern Parade (Federated) Infant and Junior School is committed to safeguarding and promoting the welfare of children, and young people, and expect all staff and volunteers to share this commitment. CRB Disclosure at Enhanced level will be required prior to any offer of employment.

JOB PURPOSE

- To assist in providing a full and efficient catering service at the school.
- Food preparation and covering in the Catering Team Leader's absence.
- To undertake, individually or as part of a team, the preparation of dining areas and the serving of staff and student meals.
- Assist in monitoring and building customer relations in liaison with the school and the Catering Team Leader.

DUTIES AND RESPONSIBILITIES

- Assisting with provision of food and drink for school staff and students, including portion control, food preparation, presentation and cooking.
- Assist with the organisation and supervision of food service in support of the Catering Team Leader.
- Assist with the allocation of duties, work rotas, ensuring correct uniform is worn and rules are adhered to.
- Ensuring equipment is maintained and reporting any defects to management immediately.
- Assist in the control of hygiene, health and safety, security of kitchen and its surrounds in accordance with KGA H&S guidelines and government hygiene regulations.
- Stocktaking of food, cleaning and disposable stock.

- Preparation of dining room areas to include setting up and clearing away tables, chairs, mobile service points and surrounding equipment.
- Ensuring merchandising material related to catering is clean, presentable and up to date.
- Monitor customer relations to build business and increase satisfaction.
- Any other duties as required to ensure the smooth running of the catering service.

Signed

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