



Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Traded Services – Facilities Management - Catering
Post title:	Assistant Cook
Grade:	D
Responsible to:	Chef Manager/Cook
Staff managed:	None
Date of issue:	February 2018
Job family:	OS - Operational Support

Job context

Facilities Management is part of Central Services providing a catering, caretaking and cleaning service to primary and secondary schools in North Yorkshire.

Facilities Management Catering is a 'fresh food' organisation encouraging children and young people to choose healthy food with the aim of increasing the uptake of school meals.

It is essential that the post holder establish a good working relationship with the school to support the promotion of school meals.

The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace. An enhanced Disclosure Barring Service (DBS) clearance is required for this post.

Structure



Structure.docx

Job Description

Job purpose

The core focus of this job is delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as food preparation and service and other kitchen management duties including the supervision of staff, ordering food, stocktaking and administration setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.

The post holder is required to assist the Chef Manager/Cook in the performance of their duties, In the absence of the Chef Manager/Cook the deputising role will cease and the Assistant Cook will assume the duties and responsibilities of the Chef Manager/Cook.

Operational management

Assist the Chef Manager/Cook in the following operational duties:-

- The ordering of goods and materials
- The receipt and storage and goods and materials in good order
- Preparation, cooking and service of appetising and nutritious meals



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	<ul style="list-style-type: none"> • The preparation of the dining room for service including putting in place dining tables and chairs • Washing up, clearing and cleaning the kitchen, dining room and associated areas • Supervise and direct staff carrying out their duties
Communications	<ul style="list-style-type: none"> • Engage with children at service times. • Inform, involve and support children in developing good dietary habits • Listen actively and respond to concerns from students • Oral communication with catering staff in school ensuring work is carried out to the highest standards • Oral communication with Chef Manager/Cook /Area Manager relating to any issues re the above • Liaising with Chef Manager/Cook on issues relating to the standards of service in school • Promoting the catering service in school to increase uptake • Working with children, teachers and parents to encourage healthy eating
Partnership / corporate working	<ul style="list-style-type: none"> • Communication and teamwork with school colleagues and other practitioners and professionals • Assist the Chef Manager/Cook in ensuring the catering operation meets its performance targets
Resource management	<p>Assist the Chef Manager/Cook in the Management of the following resources</p> <ul style="list-style-type: none"> • Undertake duties associated with the financial management of the catering operation including managing labour costs, management of food costs through adherence to menus and recipes, controlling stock and keeping accurate records • Assist the Chef Manager/Cook in the care and maintenance of equipment and reporting faults • The efficient use of services including gas, electricity and water • Assist the Chef Manager/Cook in the management of catering staff
Systems and information	<ul style="list-style-type: none"> • Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> ○ The Food Safety Management System ○ The Kitchen Manual ○ The COSHH Manual ○ The Risk Assessment Manual ○ The Induction and recruitment Manual • Assist the Chef Manager/Cook complete all required weekly / termly paperwork returns accurately and timely
Strategic management	<ul style="list-style-type: none"> • Assess standards of service and assist with the training and development of staff in the kitchen when necessary • Attend training courses and meetings as required
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children that you come into contact with

Person Specification

Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> • Knowledge of current guidance and legislation with respect to food hygiene and food safety 	<ul style="list-style-type: none"> • Knowledge and understanding of current



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<ul style="list-style-type: none"> • Knowledge of the importance of good dietary habits of young people and the need to encourage good food choices • The knowledge and understanding of good cookery and correct working practices in a kitchen environment 	<ul style="list-style-type: none"> • guidance and legislation with respect to catering in schools • Promotion skills to encourage the uptake of healthy school meals
<p>Experience</p> <ul style="list-style-type: none"> • Minimum of 2 years' experience of working in catering establishments including the cooking and service of food 	<ul style="list-style-type: none"> • The supervision of staff
<p>Occupational Skills</p> <ul style="list-style-type: none"> • A good standard of cookery skills • The ability to maintain a high level of food hygiene, food safety and health and safety standards • Have good communication skills • Be reliable, dependable • Be able to motivate staff 	
<p>Professional Qualifications/Training/Registrations required by law, and/or essential for the performance of the role</p>	<ul style="list-style-type: none"> • Professional Catering Qualification e.g. NVQ Level 2 in Professional Cookery, City and Guilds 706/1/2 • Qualification in nutrition / healthy eating • Health and Safety qualification • Level 2 Numeracy and Literacy • Level 2 Food Safety
<p>Behaviours</p>	<p>Link</p>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.