



Job Description

Vacancy Reference No:

Job Title:	Assistant Cook	Job Number:	X9012L
Directorate:	Coventry City Council	Post Number:	
Service:	Schools	Grade:	Grade 3
Location:	Frederick Bird Primary School		

35 hours per week (7am – 2.30pm Monday to Friday), term time only (38 weeks).

Job Purpose:

To undertake, under the guidance of the Catering Manager, the preparation, cooking and serving of food and beverages.

Main Duties and Responsibilities:

1. Preparation of fresh ingredients according to instructions given.
 2. Cooking fresh ingredients, using recipes to produce meals in accordance with menus or instructions given.
 3. Portioning and serving food, including the presentation and garnishing of food.
 4. Supervision of general kitchen operatives.
 5. Issuing and receiving goods, stocktaking and the keeping of basic records.
 6. Transporting food stocks and materials from one area to another (eg. from stores).
 7. Clearing of the kitchen complex and its surrounds, including equipment.
 8. General kitchen duties (eg. washing up, setting up and putting away equipment, tables and chairs).
 9. Working cash sales counters, including the handling of cash.
 10. Reporting repairs/defects to kitchen supervisor or central office as appropriate.
 11. Awareness of hygiene and Health and Safety regulations.
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12. Attend training courses as required.
13. Work effectively as part of a team to ensure the delivery of Best Value.
14. Any other duties and responsibilities within the range of the salary grade.

All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

This job description may be amended at any time, following consultation between the School Business and Operations Manager or Headteacher and the Post-holder. It will be reviewed annually.

Responsible to: Catering Manager

Reviewed: September 2023



Person Specification

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Area	Description	Criteria will be measured by:
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Knowledge:	Health and Safety in a kitchen environment	Application Form/ Interview
	Food hygiene in a commercial catering environment	Application Form/Interview
	Personal hygiene in the preparation and serving of food	Application Form/ Interview
	Awareness of manual handling	Application Form/Interview

Skills and Abilities:	Able to prepare and cook food using fresh ingredients and present food in a variety of ways to meet customer requirements	Application Form/ Interview
	Able to work within in specified budget	Application Form/ Interview
	Able to respond and resolve customer's needs, referring issues to senior staff as required	Interview
	Able to identify stock requirements, and receive and check goods received.	Application Form/ Interview
	Able to follow menu and recipe specifications in preparing meals	Interview
	Able to assist in the production of up to 500 meals within set deadlines	Application Form/ Interview
	Able to lift heavy kitchen equipment and provision items.	Interview

Experience:	Experience of working in a school kitchen or in the production of commercial meals Experience of managing allergens and dietary needs Experience of staff supervision, stock control and ordering and serving food to customers	Application Form
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Educational:	Basic Food Hygiene Certificate	Application Form
	City & Guilds 706/1 or NVQ2 in Food Preparation	Application Form
	Allergen Awareness Training	Application Form

Special Requirements:		

Date Reviewed: September 2023