

CESHIRE WEST AND CHESTER COUNCIL

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

This position requires you to disclose any spent convictions as the provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.** If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Assistant Cook

REFERENCE: AKCT2025B

GRADE: 3

RESPONSIBLE TO: Catering Manager

JOB PURPOSE:

To support the Catering Manager in the provision of school meals and other catering requirements within high schools that serve in excess of 500 meals per day, in accordance with nutritional guidelines and statutory restrictions.

PRINCIPAL RESPONSIBILITIES:

- 1 Full preparation and cooking of food including weighing up, using planned menus and agreed working practices to meet customer and business requirements.
- 2 Supervise and train kitchen staff to ensure that Health and Safety, Food Safety including allergens and special diets and other standards of hygiene and safety are met.
- 3 Order receive and store food stocks (under the guidance of the Catering Manager).
- 4 Operate a cashless till.
- 5 Carry out general kitchen duties to include washing-up, serving and clearing away of meals.
- 6 Carry out general cleaning of kitchen, its surrounds and equipment to ensure a hygienic and safe working environment.
- 7 Plan menus (in conjunction with the SMS) for a 15-day menu cycle to ensure customers requirements are met within nutritional guidelines.

NOTE

Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Business Manager/Catering Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job.

The above is a general Job Description and covers the main aspects of the role. In addition to this there are responsibilities specific to the role in our school as follows:

- Order food for own area and frozen foods
- Check off deliveries and check invoices
- Manage quantities, adjusting for day to day changes in pupil numbers.
- Use of probe to test food temps
- Preparation of hot food, baking of prepared cakes and bakes
- Managing use of the steamer, maintaining food at correct temperatures
- Managing the serving of the hot food, overseeing the counter and adjusting quantities for each sitting.