

CHESHIRE 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 and step up in any absence. Prepare, cook, and present all menu items, providing high quality dishes for our customers.

PRINCIPAL RESPONSIBILITIES:

1	To prepare, cook and assemble menus as stated in profile recipes following the set portion control.
2	To ensure all food is stored, handled, and packed at the correct temperature and in accordance with food management system Safer Food Better business.
3	Complete and maintain records of temperatures and remedial action taken when necessary. Recording actions in the SFBB diary.
4	To serve food from any of the current food outlets following all customer service standards as stated and operating a cashless epos.
5	To comply with all food safety and health & safety legislation, ensuring the H&S of yourself, your colleagues, and customers. Use any machinery and equipment in accordance with the risk assessment for the area.
6	Carry out general cleaning of kitchen, its surrounds and equipment to ensure a hygienic and safe working environment.
7	Be competent and skilled with planning a 15-day menu cycle for the three terms to ensure customer requirements are met within nutritional guidelines. Plan and organise special events and theme day, including Christmas.

**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. Supervise Team in absence of manager
- Check off deliveries and check invoices. Record delivery and pack away.
- Complete production and waste sheets, adjusting for day-to-day changes in pupil numbers.
- Follow all HACCAP regulations in relation to food safety legislation.
- Be competent in cooking and baking.
- Ensure all H&S regulations are adhered.
- Managing the production of food items to all food outlets.