



ST. HELEN'S CATHOLIC PRIMARY SCHOOL
JOB DESCRIPTION



MISSION STATEMENT

**RESPECT YOURSELF,
RESPECT EVERYONE IN OUR SCHOOL COMMUNITY,
RESPECT EVERYONE IN OUR LOCAL COMMUNITY,
RESPECT EVERYONE IN OUR GLOBAL COMMUNITY
BUT MOST OF ALL, RESPECT GOD OUR FATHER
IN HEAVEN.**

Job Title	ASSISTANT COOK
Grade	3-5
Reports to	The Cook
Responsible for	Assisting with all school catering
Liaison with	Other Catering Staff, Office and Suppliers

Job purpose

Responsible for the operational efficiency of the catering service, planning, preparation and presentation of food to the school required standard within the budget limitations as agreed with senior leaders.

Maintenance of the highest standards of hygiene and Health and Safety.

Duties

CATERING

- To provide assistance with preparation, cooking and service of all food to the required standard.
- To follow menu plans and recipes agreed with the Cook, in line with Government regulations.
- To deputise for the cook as required.
- To take responsibility for the supervision of kitchen staff.
- To carry out cleaning duties within the kitchen and dining areas as required.
- To follow sound hygiene practices.
- To ensure that health and safety regulations are observed in working practices.
- To assist with the issue and recording of catering supplies as required.
- To assist with the operation and recording of control procedures as required.
- To report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To contribute to overall ethos/aims and Mission Statement of the school.
- To comply with school policies and procedures relating to child protection, equal opportunities, health, safety and security, pupil well-being, confidentiality and data protection. To report concerns relating to these matters to the appropriate person.
- To establish constructive relationships and appropriate methods of communication with other colleagues.
- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.

These duties are neither exclusive or exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

<p>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT.</p>
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This job description will be reviewed in the Spring Term 2022 or earlier, if necessary. In addition, it may be amended at any time after consultation has taken place depending on the needs of the school.

THIS DOCUMENT IS SIGNED AS HAVING BEEN DISCUSSED AND AGREED BETWEEN THE MEMBER OF STAFF AND THE LINE MANAGER.