



## Job Description

**Job Title:** Assistant Cook

**Reporting to:** Catering Manager **Grade: D4-5**

### **Overall purpose of the post:**

To undertake operations connected with the preparation and cooking of meals.

### **Main duties and responsibilities:**

- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulations 1995, the Health and Safety at Work Act 1974 and the policies of Outwood Academy Acklam.
- Good interpersonal and customer facing skills, maintain professionalism, display patience and politeness at all times.
- Care required to produce meals of consistent high standards and service to students, staff and visitors.
- Organising the transporting and serving of meals.
- Cleaning kitchen surfaces, cupboards, tables and equipment.
- Washing dishes, cutlery, containers etc.
- Deputise for the Catering Manager in circumstances such as sickness and training.
- Inform the Catering Manager of any defects in materials, equipment etc.
- Demonstrate a committed and flexible attitude towards customers and team members.

### **Special Features**

- Term time plus 5 PD days

### **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.