

Job Description

Establishment: Outwood Academy Shafton

Post Title: Cook 1

Grade: 1 – 13.75 hours 38 weeks term time + 2 Inset days
11:00 to 14:00 (with 15 minute break)

Reporting to: Head of Kitchen

Overall purpose of the post

Assist with the preparation and simple cooking of menu items. Serve food and undertake general cleaning duties.

Responsibilities and accountabilities

1. Undertake basic preparation of food and beverages, such as vegetables, salads, sandwiches, snacks, desserts, sauces, gravies and custards etc.
2. Carry out simple cooking of food.
3. Assist with the packing and transporting of meals to relevant service points.
4. Assist with the serving of meals to customers.
5. Undertake general cleaning duties such as washing up, cleaning surfaces, equipment, dining areas and storage areas.
6. Carry out dining room duties such as moving furniture including counters/trolleys and setting up dining areas.
7. Encourage pupils/customers in the taking of meals, ensuring they are served in respect of quality, quantity and presentation standards.
8. Deal politely and efficiently with customers, escalating and reporting complaints when required.
9. Ensure compliance with Health and Safety, hygiene regulations and cleanliness policies and procedures.
10. Undertake temperature monitoring as required, ensuring compliance with kitchen hygiene rules.
11. Undertake any other duties commensurate with the role as requested by management.