

Grade: 1a point 4

Reports to: Kitchen Supervisor

*Propose of Job*

Undertake, normally under the general direction of a higher graded operative in the kitchen, the preparation, simple cooking and the serving of food.

*Resources:*

Heavy and light equipment, food stocks.

*Supervisory Responsibility:*

Deputising for the Assistant Cook as appropriate.

*Duties*

1. Basic preparation of food and beverages (for example preparation of vegetables and snacks).
2. Simple cooking (for example prepared food).
3. Serving meals, adhering to portion control, using the correct serving equipment.
4. General kitchen and dining room duties (for example, washing up and cleaning away equipment and tables).
5. Responsible for cleaning and clearing the kitchen, its surrounds, equipment and furniture.
6. To adhere to the food safety, hygiene and health and safety regulations.
7. Cleaning of any other areas related to the provision of the catering service.
8. Maintain a high standard of hygiene and cleanliness throughout the day.
9. Be aware of accident/hazard prevention at all times.
10. Follow instructions in regard to personal hygiene and standard of uniform and appearance.
11. Report any defects in equipment immediately.

*Contacts*

To liaise with the Kitchen Supervisor, Assistant Cook, members of the school staff and pupils.

*Equal Opportunities*

The School has a strong commitment to achieving equality of opportunity in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work.

*Health and Safety*

The postholder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

Signature of Postholder:

Date:

Signature of Manager:

Date: