

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH023	Grade C
Job Title :	Assistant Cook	
Main Job Purpose :	To support the cook in the preparation and serving of meals, general washing up and cleaning.	

Main Duties :

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1.	To assist in all aspects of food preparation, cooking and serving of meals with regard procedures and policies e.g. adherence to food hygiene regulations
2.	Cleaning of area after meals - sanitising.
3.	Plate up salads and store in fridge ready for serving.
4.	Help prepare hall for meals by setting up and laying tables and putting out chairs.
5.	Carry out washing up, cleaning of equipment and kitchen areas, as directed, including "deep clean" during school holiday periods.
6.	Help with cleaning of tables and chairs and putting away into storage.
7.	Prepare beverages as directed.

Supervision and Management
The job holder has no regular supervisory responsibility for staff but may assist in work familiarisation of peers and new recruits

Creativity and Innovation (i.e. Problem Solving)

The main focus of the job is to ensure school policies and procedures are adhered to at all times, and problem solving is not a key feature of the job..

Key Contacts And Relationships	Reason for Contact
Other Kitchen Helpers	To work as a team to complete all jobs efficiently and on time.
Cook	To find out menu for the day.

Decision Making

The job holder will need to take basic work decisions

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security

Working Environment

Physical Demands will be commensurate with cooking and cleaning duties with some lifting e.g. tables.

Work is carried out within the school kitchen and dining hall, meaning exposure to heat and noise of machines

There will be some risk from use of machinery and hot food.

Knowledge and Skills

Job holder will need a basic level of knowledge of cooking and food hygiene

A Health and Hygiene Certificate is required.