

SCHOOL COOK & BREAKFAST CLUB ASSISTANT

Role Description

Food preparation and kitchen organisation :

- Prepare all food items as directed in a sanitary and timely manner
- Follow recipes and presentation specifications
- Planning menus according to a fixed budget and following guidelines on nutrition and healthy eating.
- Supervising the work of catering staff, including allocation of duties and work rotas.

Health and safety:

- Operate and manage standard kitchen equipment safely and efficiently
- Managing a clean working kitchen, whilst adhering to health & safety standards
- Manage the cleaning and organisation of the kitchen and equipment
- Restock items as needed throughout the shift
- Adhere to all food hygiene & safety standards
- Record food temperatures
- Prepare reports
- Work with external staff to comply with health and safety requirements and to develop the menus.
- Liaising with the site maintenance officer.

Financial management:

- Stock ordering
- Managing the kitchen budget in line with the school dinner numbers

Skills and experience - you will need to:

- Have excellent communication skills
- Have good standards of hygiene
- Be organised and methodical
- Have experience of supervising a team of catering staff
- Have previous experience in a catering environment, ideally in a similar role. It would be advantageous if this was as a head cook.
- You should have experience using the Safer Food Better Business pack to manage health and safety.
- We are looking for a team player with a positive attitude and a strong work ethic who fits in with the school ethos.

General information:

- There will be an expectation to work closely with the school and liaise with the Headteacher and the Catering Consultant.
- There is 1 Catering Assistant on site to assist in basic preparation and service to the children at lunchtime and one assistant to help on the washing up through the lunch period.
 - You will be expected to complete daily and weekly records, carry out stock taking and ordering of all products, and completing the food and health and safety records.
- Our breakfast club runs from 8am-8:30am, you will be responsible for greeting parents and

children and then preparing and serving them breakfast items. You will need to maintain stock levels and order them as required via the office manager.

- The working week coincides with the school term but on occasion you may be expected to work outside these hours for Inset days, special events or in the holiday period to arrange stock orders and secure deliveries before the school term starts.