**<SCHOOL /ACADEMY NAME>**

**Insert name of establishment**

**Generic Kitchen Assistant (Cook2)**

**Role Profile and Person Specification**

**November 2007 (updated August 2020)**

|  |  |
| --- | --- |
| **Job Description** | |
| **Job Title:** | **Generic Kitchen Assistant (Cook2)** |
| **School /Academy:** | **<please insert here>** |
| **Grade Range:** | **Grade 2 - Scp 3 – 5** |
| **Hours per week:** | **<please insert here>** |
| **Work Pattern:** | **<Term Time Only> <All Year Round> *Delete as appropriate*** |
| **Location:** | **<please insert here>** |
| **Reports to:** | Catering Manager / Cafeteria Manager / Cook in Charge (Delete as appropriate) |
| **Responsible for:** | N/A |
| **Role Purpose and Role Dimensions:** | General kitchen duties to assist in the production and serving of meals in school, recording and handling cash and maintaining a high standard of kitchen hygiene. |
| **Commitment to Diversity:** | As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| **Key External Contacts:** | None |
| **Key Internal Contacts:** | * Catering Manager / Cafeteria Manager / Cook in Charge / Assistant Cook (Delete as appropriate) * Head teacher * Other catering staff * Other School staff |
| **Financial Dimensions:** | None |
| **Key Areas for Decision Making:** | * Follow the catering rota in an effective manner. * Deciding when and how to clean spillages and accidents in the safest and most appropriate way to maintain the highest levels of hygiene. |
| **Other Considerations:** |  |

|  |  |
| --- | --- |
| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Catering duties** | **This will involve:**   * Setting up counter/trolleys and counting trays/plates. * Serving of food to children and school staff. * Recording and handling of cash. * Washing dinner trays/cutlery either by hand or machine. * Cleaning of equipment, surfaces and floors. * Basic food preparation such as salads and sandwiches. * Occasional basic light cooking duties. * Use of simple kitchen machinery, after appropriate training. * Attending training sessions, possibly outside usual working day. * Moving of furniture/food trolleys. |
| **Green Statement** | **This will involve:**   * Seeking opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy’s Green Commitment. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision. |
| **Data Protection** | **This will involve:**   * Being aware of the School/Academy’s legal obligations under the Data Protection Act 2018 (the “2018 Act”) and the EU General Data Protection Regulation (“GDPR”) for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply. * Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements. * Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**. |
| **Confidentiality** | **This will involve:**   * Treating all information acquired through employment, both formally and informally, in confidence.   There are strict rules and protocols defining employee access to and use of the School/Academy’s databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement. |

|  |  |
| --- | --- |
| **Key Accountabilities and Result Areas:** | **Key Elements:** |
| **Equalities and Diversity** | The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams |
| **Safeguarding** | **This will involve:**  • Displays commitment to the protection and safeguarding of children and young people.  • Values and respects the views and needs of children and young people.  • Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children. |
| **Customer Care** | **This will involve:**   * Ability to demonstrate a commitment to the School/Academy’s Customer Care Policy. |
| **Health and Safety** | Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. |
| **To contribute as an effective and collaborative member of the School Team** | **This will involve:**   * Participating in training to be able to demonstrate competence. * Participating in first aid training as required. * Participating in the ongoing development, implementation and monitoring of the service plans. * Championing the professional integrity of the School/Academy * Supporting Customer Focus, Best Value and electronic management of processes. * Actively sharing feedback on School policies and interventions |

|  |  |
| --- | --- |
| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Generic Kitchen Assistant (Cook2)** |
| **Essential knowledge:** | * Knowledge of basic food preparation such as sandwiches, salads, etc. |
| **Essential skills and abilities:** | * Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature and control sheets. * Ability to handle cash and complete simple transaction forms * Ability to count dinner trays, cutlery and food portions. * Able to use and clean simple machinery and light equipment. * Demonstrate a willingness and enthusiasm for training and progression. * Able to encourage children to select a balanced meal. * Able to communicate with all kitchen, staff and pupils. * Able to work on own and with a team with little day to day supervision. * Display a commitment to the School/Academy’s equalities policies. * Display and maintain a high standard of personal hygiene. * Work effectively in a busy and hectic environment. * Displays commitment to the protection and safeguarding of children and young people. * Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children * Participate in development and training opportunities. |
| **Essential experience:** | * None. |
| **Special conditions:** | * Enhanced DBS check |
| **Optional Essential Skill:** | * Excellent communication skills * Ability to communicate fluently in English. \* |

\*This criteria can only be included if the criteria in the Code of Practice on English Language requirements for public sector workers apply to the role – see <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/573013/english_language_requirement_public_sector_workers_code_of_practice_2016.pdf>

Further advice on specific points in this role profile can be obtained from their HR provider.