

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>PERIPATETIC ASSISTANT COOK</b>
<b>GRADE:</b>	<b>Skill Zone 2 / Pay Band 5</b>
<b>DEPARTMENT:</b>	<b>Department of Education, Sport and Culture</b>
<b>LOCATION:</b>	<b>Various locations across the Isle of Man</b>
<b>RESPONSIBLE TO:</b>	<b>SCHOOLS CATERING MANAGER</b>
<b>REPORTS TO:</b>	<b>SCHOOLS CATERING MANAGER</b>
<b>LINE MANAGER FOR:</b>	<b>N/A</b>

### **JOB PURPOSE**

The post holder is responsible for:-

- Assisting with the running primary school the kitchens across the island including the skilled preparation and service of meals, and ordering of supplies
- Assisting in ensuring strict hygiene standards are maintained in all areas and that these are monitored and routinely inspected.
- Organising and performing cleaning duties and ensuring that hygiene is monitored and routinely inspected
- Advising the Primary Cook Supervisor and/or the Primary School Meals Catering Manager regarding complaints about the food prepared.
- Assisting the Primary Cook Supervisor and/or the Primary School Meals Catering Manager with the ordering of provisions and monitoring expenditure.
- Catering to the highest possible standard in line with the agreed service levels and menus

### **MAIN ACTIVITIES**

#### **Main Activities.**

#### **1. Food Delivery and Storage**

The Assistant Cook is responsible for:

- Assisting with the ordering of provisions according to the planned menu and from approved suppliers in line with Financial Regulations.
- Assisting with the inspection of delivered goods including compliance with purchase specification, overall quality, quantity and weight, checking for damage and use by date and complying with storage instruction.
- Using stock rotation as best practice and ensuring there is no cross contamination between products.

#### **3. Food Preparation**

Responsible for:

- Assisting in the skilled cooking of all savoury and sweet menu items to include special dietary meals.
- As directed by the Primary School Meals Catering Manager, assisting with the service of the meals, encouraging pupils in a friendly and positive manner to try all foods
- Adhering to all processing procedures including ensuring that all food is checked for quality and temperature and that accurate records are maintained and retained

for inspection.

- Vegetable, fruit and salad preparation as necessary
- Maintaining food handling and personal hygiene standards to ensure compliance with food hygiene regulations

#### **4. Kitchen Structure and Equipment**

Responsible for:

- Reporting the need for appropriate pest control measures, if required.
- Ensuring compliance with advice from environmental health.
- Assisting with the regular inspections/audits of the environment and record findings.
- Assisting with the compliance of Health and Safety advice and/or legislation.
- Ensuring that equipment is safe, maintained and fit for purpose, assisting with sourcing repairs and replacements, as necessary.

#### **5. Cleaning/Refuse and Waste Disposal**

Responsible for:

- Participating in cleaning and clearing duties as required, to include furniture moving, floor sweeping and spot mopping, ensuring that the dining area is cleared within the required time scale so as not to compromise the educational needs of pupils.
- Carrying out thorough cleaning on a regular basis and deep cleaning on programmed cleaning days.
- Complying with H&S and COSHH regulations.
- Ensuring that all refuse is disposed of regularly and that waste containers are emptied and inspected for cleanliness daily.

#### **6. Administration**

Responsible for:

- Assisting with the ordering system and maintenance of appropriate paperwork as directed.
- Assisting with the reporting and investigation of any complaints.
- Assisting with all the operational planning of the School Meals
- Assisting with the ordering of supplies (food, cleaning materials, etc), together with requisitioning of equipment as necessary in line with agreed procedures
- Assisting with completion of all necessary records and returns as required, including the issuing and stocktaking of all assets (food, disposables, cleaning materials, light and heavy equipment, etc)
- Ensuring that the financial procedures regarding ordering, invoice processing and stock management are completed within the Service's procedures, Department of Education guidelines and Isle of Man Government Financial Regulations.

#### **7. Health and Safety**

Responsible for:

- Being aware of H&S at Work Act and Department of Education policies.
- Being aware of the Isle of Man Food Bill 1996, Food Safety Act 1990 and the Food Safety (General Food Hygiene) Regulations 1995.
- Being familiar with the risk assessments for all tasks/activities undertaken
- Taking responsibility for own health and safety and welfare and that of anyone else who may be affected by any acts/omissions on the post holder's behalf.
- Using equipment appropriately, correctly and safely at all times and advising staff do the same and reporting any defects in equipment or fabric to a more senior colleague
- Maintaining and ensuring the security of the kitchen and surrounding environment.
- Ensuring that all duties are carried out within defined standards of cleanliness and safety to comply with food hygiene and health and safety regulations

## 8. General

Responsible for:

- Maintaining good working relationships with colleagues.
- Contributing to quality service, working within agreed standards.
- Developing appropriate relationships with service users and having an awareness of learning disabilities and/or challenging behaviour.
- Maintaining confidentiality and respecting service users' choice.
- Always wear the uniform provided, including safety shoes, whilst on duty to ensure that a smart and clean appearance is maintained.
- Ensuring personal skills and knowledge remain up to date and undertaking relevant training around skills, H&S, catering, hygiene or relevant service user/practice issues as provided
- Contributing to enhancing the Meals Centre.
- Attending meetings and training sessions as arranged
- Liaison as appropriate with Headteacher, Operational Management as necessary

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### Other factors

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To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.

### **SAFEGUARDING**

The Department of Education and Children is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

### **Job Description Agreed By:**

**FULL NAME (Assistant Cook)** ..... (please print)

**Signed** .....

**FULL NAME (Line Manager)** .....(please print)

**Signed** .....

**Date** .....

**Place of Work** .....