

Bolton Brow Primary Academy

POST TITLE: ASSISTANT COOK
GRADE: Point 8 (initially)

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
KNOWLEDGE Knowledge of Health and Safety requirements in a catering environment	Yes	
Knowledge of records required to comply with catering regulations	Yes	
SKILLS AND ABILITIES Ability to attend work punctually and reliably	Yes	
Ability to work effectively in situations where a number of tasks need doing in a short timescale and needs may change at short notice	Yes	
Ability to prepare and serve attractive, sufficient hot and cold food for regular meals and special functions	Yes	
Ability to safely use a range of catering tools and equipment	Yes	
Ability to maintain a positive relationship with all staff, pupils and others both internally and external to the school	Yes	
Ability to follow laid down schedules and procedures as well as willingness to suggest changes to improve systems	Yes	
Ability to communicate effectively both verbally and in writing	Yes	
Ability to maintain appropriate levels of confidentiality	Yes	

<p>QUALIFICATIONS</p> <p>No criminal record including convictions, cautions, reprimands, bindings over or warnings which may be relevant to the safety and welfare of children or staff</p> <p>Relevant qualification in food preparation / cooking or catering / hospitality at NVQ level 2</p> <p>Current first aid at work certificate – 4 day (may be achieved in post)</p>	<p>Yes</p> <p>Yes</p>	
<p>EXPERIENCE</p> <p>Experience of working within a school/catering environment</p> <p>Experience of working effectively as part of a team</p>	<p>Yes</p> <p>Yes</p>	<p>Yes</p>