



## Assistant Cook Job Description

**Job Title:** ASSISTANT COOK

**Establishment:**

**Responsible to:** Cook

**Brief description of the job:**

The role of Assistant Cook involves helping the Cook to produce a well-balanced and nutritionally sound diet for the students. It draws upon catering skills, high standards of hygiene, a knowledge of food hygiene regulations and the ability to relate to colleagues and the young people who live here. The role may include an element of overseeing the work of Domestic Assistants.

**Key Result Areas:**

- 1 To attend for work reliably and punctually.
- 2 To attend any training as required and take part in a positive manner.
- 3 To know where Hesley Group policies are kept and to be aware of and follow their contents.
- 4 To be observant and do everything possible to protect students/residents and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes the need to report any incident of this type you witness, hear about or suspect.
- 5 To ensure that all students, residents and colleagues have equal opportunities, to acknowledge their individual differences and uphold their rights and responsibilities, including the right not to be discriminated against, as set out in law and by Hesley Group policies.
- 6 To prepare, cook and present meals according to set standards, in order to provide a well-balanced nutritional menu.
- 7 To be responsible for the effective operation of the kitchen when the Cook is off duty or absent.
- 8 To comply with all regulations relating to food preparation, cooking and storage.
- 9 To carry out tasks according to any schedule of work and to the standards required.
- 10 To maintain the highest standards of hygiene and cleanliness.
- 11 To ensure that kitchen equipment is safe to use, maintained in working order and securely stored when not in use.
- 12 To maintain all records, legibly and promptly, in the required format.
- 13 To ensure that other catering staff comply with the required standards of hygiene and dress.
- 14 To monitor kitchen routines and practices and address difficulties and areas for development in collaboration with the Cook.
- 15 To play a full part in building good relationships with other staff and with students/residents.



- 16 To contribute to good communication by (i) checking communication books, noticeboards, diaries and your pigeon hole every time you are on duty to check for information you need to know; (ii) attending meetings as required and; (iii) making sure you inform other people of things that are likely to be useful to them in their jobs.
- 17 To take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to understand the hazards in the workplace, to comply with safety rules and procedures and to ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for students.
- 18 To carry out, as and when required, any additional tasks and responsibilities as are reasonably compatible with this job description and its objectives.

**The contribution you make by doing this job:**

The health and welfare of the young people is of enormous importance and, by carrying out the duties and responsibilities of this job description, you will be contributing to the quality of life and the success of the establishment and Hesley Group. You can also make a real difference to life at the establishment through the way you deal with students, other staff and visitors.

**This organisation is committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.**

Prepared by Human Resources Dept. .... Date: 01/04/10

Jobholder ..... Signed ..... Date: .....

Manager ..... Signed ..... Date: .....