



Job Description

Title of Post	Assistant Kitchen Manager / Cook
Job Purpose	To be an effective member of the Academy catering team ensuring preparation of food and cleaning of catering areas and kitchen equipment are to the required standards
Responsible to	Kitchen Manager

Main duties and responsibilities include:

- Day to day supervision of a small kitchen team, under the guidance of the Kitchen Manager
- Ensure that hygiene procedures and health and safety standards are maintained in both the kitchen and dining areas.
- Instruct other staff in the necessary procedures as required.
- Ensure that all crockery and equipment is cleaned and stored appropriately.
- Prepare, cook and serve food ensuring a friendly customer service approach.
- In conjunction with the Kitchen Manager, organise menus in order to provide a balanced nutritious diet, making the best use of available fresh foods.
- To be responsible for maintaining accurate records of food supplies and freezer/fridge temperatures.
- To manage stock rotation and maintaining the storeroom is kept tidy and organised.
- Prepare food orders, check deliveries, weights, quality and temperature of foods, keeping all the relevant paperwork in a neat and orderly manner.
- Report to the Kitchen Manager any faulty appliances, damaged furniture, equipment or any potential hazard.
- Working with the Kitchen Manager to ensure that 'deep cleaning' activities are carried out to Academy standards on three designated non pupil attendance days.
- Maintain and improve professional knowledge and competence as required
- Attend mandatory training days/courses, on or off site, as and when required.
- Understand, and ensure the implementation of the health and safety policy, and emergency and fire procedures.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

To undertake any other duties of a similar level and responsibility as may be required.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.