

## **JOB DESCRIPTION**

**JOB TITLE: Deputy Cook**

**GRADE: GR2**

**DIVISION: Catering**

**SECTION: WHMAT**

### **1.0 JOB PURPOSE**

- 1.1 Deputising for the catering supervisor and assisting with the day to day management of the catering arrangements at the Academy taking specific responsibility for designated key areas. Carrying out food preparation, cooking and serving of meals contributing to the planning and control of all aspects of the service.

### **2.0 ROLE AND RESPONSIBILITIES**

- 2.1 To support the catering supervisor in the general running of the kitchen taking specific responsibility for:

The organising and supervision of cash handling and till operation procedures. Supervision of meal presentation and service according to set standards in line with site arrangements.

- a) Compliance of menus established within the policies in the unit.
  - b) Ordering and checking of food in line with unit requirements.
  - c) Preparation and cooking of food.
  - d) Presentation, serving of meals and other refreshments in line with site arrangements.
  - e) Report on light equipment and cleaning material needs and maintaining inventory records and assist in controlling usage.
  - f) Ensure issues relating to maintenance and care of premises and heavy equipment are reported.
  - g) Compliance with Washwood Heath Multi Academy policies and procedures to include equal opportunities.
  - h) To assist in managing staff duties through rotas.
- 2.2 Contribute to financial control of food, labour and non-food purchases in line with targets and assisting in adjustment of hours as required playing an active part in

contributing ideas and solutions. Support in organising and completing all the necessary records and controls, carrying out stock checks, costing and analysis sheets.

- 2.3 Legislation: to be aware of all legislation's and support supervisor in achieving standards through monitoring, coaching staff and identifying issues e.g. Health and safety, food safety, food hygiene, COSHH etc.
- 2.4 Training: Contribute to identifying training needs to staff. Assist in training, coaching and development of staff where required in all practical areas to include: induction, policies and procedures e.g. equal opportunity policy, no smoking policy, customer care and investors in people.
- 2.5 To be fully aware of the role and responsibilities of a Deputy Cook, keeping updated on issues to enable them to take on the role of a Catering Supervisor in their absence
- 2.6 In the absence of a catering supervisor take on the duties and responsibilities identified for the post.
- 2.7 To liaise with the Head of Academy, Trust Catering Manager & the Student council where appropriate. To support the Catering Supervisor in promoting the service.

## **HEALTH AND SAFETY STATEMENT**

In accordance with Washwood Heath Multi Academy Trust has a commitment to ensure the health, safety and wellbeing of all our staff.

Washwood Heath Multi Academy Trust will adequately control health and safety risks arising from our work activities and consult with our employees on matters affecting their health and safety at work.

We will provide information, instruction, supervision and training for our employees ensuring they are competent to carry out their work safely.

Washwood Heath Multi academy Trust considers our employees have a major part to play in the success of this Policy by adhering to safety rules and codes of practice set in place to protect all members of staff at work.

**OBSERVANCE OF THE WASHWOOD HEATH MULTI ACADEMY TRUST EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED**

**3.0 SUPERVISION RECEIVED**

3.1 SUPERVISING OFFICER JOB TITLE: Catering Supervisor

JOB NO:

3.2 LEVEL OF SUPERVISION

1. Regularly supervised with work checked by Catering Supervisor.
2. Left to work within established guidelines subject to scrutiny by Catering Supervisor.
3. Plan own work to ensure the meeting of defined objectives.

**4.0 SUPERVISION GIVEN** (excludes those who are INDIRECTLY supervised i.e. through others)

POST TITLE	GRADE	NO OF POSTS	LEVEL OF SUPERVISION*
General Assistant Cashier	GR1 GR1		

\*Use 1,2 or 3 as in 3.2

**5.0 SPECIAL CONDITIONS**

- 5.1 Required to be available for catering for weekend and evening school activities and special functions mounted by the Academy e.g. fund raising events, parent's/teachers meetings and Governors meetings.
- 5.2 To be available for work during school holidays to cover summer school etc.
- 5.3 To attain hygiene training, commensurate with your duties.

- 5.4 To attend training courses as required.
- 5.5 To hold the Level 2 Food Safety Certificate.
- 5.6 Term time working to Academy term dates
- 5.7 To attend induction course (this may be on site or at Head Office).
- 5.8 To work 3 cleaning days per year that may fall in school holiday period.
- 5.9 There may be some flexibility required around start and finish times according to the needs of the service.
- 5.10 To provide own footwear, which needs to be flat and enclosed with non-slip soles.
- 5.11 There may be the need for staff to work across the different sites of Washwood Heath Multi Academy Trust.
- 5.11 This post involves working with children and is therefore subject to an enhanced DBS check, references and criminal records bureau. As part of the recruitment process to work with children you will be required to provide information on all convictions and reprimands, spent or not. A conviction may not exclude candidates from these jobs but will be considered as part of the recruitment process. Washwood Heath Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- 5.12 Washwood Heath Multi Academy Trust is committed to equal opportunities in employment and we positively welcome your application irrespective of your gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.
- 5.13 Under Section 8 of the Asylum and Immigration Act of 1996 it is a criminal offence to employ a person aged 16 or over who is subject to immigration control. It is therefore necessary for Washwood Heath Multi Academy Trust to establish the entitlement to work in the UK for all applicants.



