



# St Bede's Catholic High School

## Assistant Cook

### Job Description

<b>Post Title:</b>	<b>Assistant Cook</b>
<b>Post No:</b>	
<b>Purpose:</b>	To assist the Catering Manager in the delivery of a catering service across the school to include breakfast club, break, lunchtime and occasional after school events.
<b>Working Time:</b>	30 hours per week, Term Time only plus 3 inset days Successful applicant to be flexible to amend working hours in the day to meet the needs of the school during exam and special events.  8.00 am – 2.15 pm with a 15 minute break (Monday to Friday)
<b>Grade/Salary</b>	Grade 3 scp 3 – 4 £24,027 - £24,404 <b>PRO RATA</b> (£16,730 - £16,993 actual)
<b>Disclosure level:</b>	Enhanced DSB Clearance is required.
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• To assist the Catering Manager in delivering in-house catering provision to include a breakfast, break and lunchtime service.</li> <li>• To support the Catering Manager to deliver an effective, efficient and financially sustainable catering service.</li> <li>• Ensure compliance with all legislation relating to the school catering service including relevant food hygiene and safety standards.</li> <li>• Support the Catering Manager in preparing and planning a healthy, balanced and varied menu with associated allergens</li> <li>• Ensure operating practices are regularly reviewed with any necessary identified improvements implemented.</li> <li>• Assist with the preparation and costing of a cycle of menus to ensure that nutritional content meets the recommended guidelines and that the variety offered is attractive to pupils and staff taking into account budget constraints and specific individual or cultural requirements</li> <li>• Support the Catering Manager with the placing of orders with suppliers as necessary to ensure that sufficient stocks are always available for meals to be produced.</li> <li>• Liaise with Finance Team to ensure operation of cashless system is maintained.</li> <li>• To assist with the overseeing of general cleaning duties and ensure cleaning is carried out in accordance with agreed policies and procedures throughout the kitchen and serving areas.</li> </ul>



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<b>Staffing:</b>	<b>Assisting the Catering Manager with:</b> <ul style="list-style-type: none"> <li>Undertake training with team members if required ensuring compliance with Health and Safety requirements.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>Support the Catering Manager with compliance of Allergens and ensure compliance across the provision.</li> <li>Be fully conversant with HACCP, its implementation and critical control point procedures.</li> <li>Responsible to maintain records as required.</li> <li>Maintain a system of stock control and rotation and conduct routine stock takes</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>Positively promote the image of the school.</li> <li>To provide at all times a welcoming environment to pupils, staff and visitors.</li> <li>Contribute to discussions in school with staff and pupils for promotion and the development of the service.</li> <li>To assist in promotional activities relevant to the development of the service.</li> </ul>
<b>Ethos:</b>	<ul style="list-style-type: none"> <li>Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.</li> <li>Promote actively the school's corporate policies and procedures.</li> <li>Comply with the school's health and safety policy, working at all times in a manner that will ensure your own personal safety and that of other, including reporting of identified hazards and to undertake risk assessments as appropriate.</li> <li>To continue personal development in the relevant area.</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>This job description is current at the date below but may be reviewed and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</li> <li>This job description forms part of the contract of employment of the person appointed to the post.</li> <li>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</li> <li>St Bede's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.</li> </ul>

Date: June 2025

Prepared by: Mrs E Rothwell