

Weekend Cook - Job Description

Purpose of Job

The weekend cook will work as part of the kitchen team to perform a variety of regular and one-off tasks and duties as directed by their manager.

Responsible to

Head Of School Kitchen

Working hours

Friday, Saturday & Sunday - 9:00am until 18:30pm
(including 20min break in the morning and 1hour afternoon break)

Duties

- Assist the kitchen team with food preparation for all school meals and assist with pack lunches.
- Provide lunch and tea on Friday with the kitchen team.
- Provide all meals on Saturday and Sunday for the boarding community.
- Responsible for ensuring the cleanliness of the areas used and for maintaining high and consistent standards across the kitchen.
- Complete all required paperwork for the kitchen
- Take initiative to perform cleaning and tidying tasks that are not specifically requested but require attention as part of maintaining overall high standards.
- Assist the team with the deep clean at the start and end of each term.
- Ensure Health & Safety, quality and general procedures compliance.
- Work as part of a team and support other members of the kitchen team to meet standards and school objectives.
- Make sure all food stuffs are covered and dated in the fridge and all salads etc. that are over their use by date are disposed of.
- When deliveries arrive check the invoice corresponds to the goods received.
- Make sure the fridge is kept clean, tidy and food is stored in the correct areas.
- To carry out such other related duties as may be reasonably required from time to time by the Headmaster of other members of the Senior Management Team.

Person Specification

Knowledge

- Some knowledge of Health & Safety Regulations as they relate to the operation of kitchen equipment and use of cleaning materials.
- Health and hygiene certificate- level 2 preferred but not essential.

Personal Attributes

- Willingness to clean any area of the school as requested.
- Willingness to assist other members of the kitchen team as required and have a flexible approach.
- Willingness to take personal responsibility for standard of work carried out.
- Will need to be able to manage some heavy lifting.

Skills

- Ability to work effectively and supportively as a member of the school team.
- Ability to work in an organised and methodical manner.
- Ability to act on own initiative, dealing with any unexpected problems that arise.

Terms and conditions of employment are set out in the Letter of Appointment/Contract.