



<b>JOB TITLE:</b>	Assistant Cook
<b>PLACE OF WORK:</b>	Wavertree CE Primary School
<b>SALARY:</b>	Grade 3 SCP 5-9 £21 575 to £23 194
<b>HOURS:</b>	£11.82 to 12.71 per hour (annualised) 20 hours per week (term time only)
<b>SCOPE AND GENERAL:</b>	To assist the Cook/Kitchen Manager in the preparation and provision of the catering service for the client according to their specification within the standards laid down by the school.

**The Role:**

**Primary purpose of the job:**

To prepare freshly cooked food to provide for the nutritional and dietary needs of every child.

To be organised and be able to take some responsibility for the day to day running of the school kitchen (including staff supervision) in the absence of the Cook/Kitchen Manager.

The ideal candidate will be capable of preparing and presenting food to the highest standards for our children.

**Key responsibilities:**

- To plan, prepare & cook a variety of meals to meet the dietary needs of all our children.
- To follow and deliver the healthy and varied menu set out by Food for Thought.
- To maintain a high standard of food presentation.
- To follow a cleaning schedule to ensure the highest standard of cleanliness complying with Health & Safety Procedures, Food Safety Act (1990) & Food Safety (General Food Hygiene) Regulations 1995.
- To liaise with suppliers, Headteacher/ School Business Manager, Food for Thought or external regulators regarding issues concerning food hygiene and health & safety.
- To support safety standards within the kitchen.
- To support a stock control system to ensure that food is not wasted.
- To ensure the daily and accurate upkeep of food safety recording as determined by the Food Standards Agency, Safer Food Better Business and other legal requirements.
- To ensure food costs are controlled in line with school and Food for Thought budgets.
- To cater for special occasions at the request of the Headteacher, including school events,
- INSET days and guests or visitors to the school.
- To maintain the school's commitment to equal opportunities & promote non-discriminatory practice in all work aspects.
- To take responsibility for your work and ensure it complies with all statutory requirements and procedures as determined by school.

- To comply with all necessary documentation as required by school and Food for Thought.
- To maintain excellent relationships at all levels within the School.
- To embrace being part of our school team, our ethos.

This job description is not intended to be either prescriptive or exhaustive: it is issued as a framework to outline the main areas of responsibility.

### **How to Apply**

Application packs are available to download from the school website

[www.wavertree.liverpool.sch.uk](http://www.wavertree.liverpool.sch.uk)

Please return completed application forms via email to [c.lynch@wavertree.liverpool.sch.uk](mailto:c.lynch@wavertree.liverpool.sch.uk)

Wavertree CE Primary School is committed to safeguarding children and has safer recruitment procedures in keeping with DFE statutory guidance. The successful candidates will be offered the post subject to all the required DFE pre-employment checks. An Enhanced DBS Certificate including a Children's Barred List Check. An Online Search will also be completed for all shortlisted candidates.

Our recruitment pack contains key safeguarding policies including our code of conduct for staff and volunteers which everyone must adhere to.

We are passionate about providing healthy school meals for our children and are supported by Food for Thought, a not-for profit school meals company.