



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post Title: ASSISTANT COOK

Responsible for: Executive Principal through the Catering Manager/  
Chef Manager.

- MAIN (CORE) DUTIES:
- To assist with the preparation of vegetables, sauces, sandwiches and snacks.
  - Cleaning of equipment and premises.
  - Fulfilling baking responsibilities and assisting the chef manager as and when required.
  - Deputise in the absence of Chef/Manager.
  - Preparation of the dining room, including setting up the counter.
  - Serving customers and taking cash if necessary.
  - Providing a welcoming atmosphere for all customers.
  - Washing up kitchen and dining equipment, and also laundering kitchen cloths.
  - Receive and store deliveries as required.
  - Working within food hygiene regulations.
  - Helping with special functions when required by the school.
  - Reporting to the Catering Manager/Chef Manager any concerns about health & safety or the behaviour of individual customers.
  - Any other duties designated by catering manager/chef manager.

All adults employed by the Trust are responsible for safeguarding and promoting the welfare of all children they are responsible for or come into contact with.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.