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| **ROLE PROFILE** |
| Role  | Assistant Cook |
| Grade | AS 1C |
| Division/service | Catering |
| Directly responsible to | Cook/Catering Manager |
| Directly responsible for | **N/A** |
| Hours  | 22.5 per week |

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| **Main duties and responsibilities/accountabilities** |
| 1 | To be responsible in assisting with the preparation and cooking of meals within the establishment.  |
| 2 | To provide well balance cooked meals with the cook as attractively served as possible. |
| 3 | Maintaining high hygiene standards in accordance with legislation.  |
| 4 | Assist the cook in the preparation of menus, portion control and provision of special dietary meals within the budget allocated. |
| 5 | Keep appropriate records including stock levels and ordering of supplies. |
| 6 | Control of hygiene, health and safety in the kitchen and associated areas. Completing appropriate records and complying with food hygiene regulations.  |
| 7 | Assist in the supervision of volunteers in the kitchen, including allocation of duties. |
| 8 | Liaise with the cook /catering manager concerning involvement of volunteers in kitchen. |
| 9 | Report faults/damage to equipment to the cook/catering manager. |
| 10 | To take full accountability for day to day operations and service delivery in the absence of the cook. |
| 11 | Any other duties as directed by the Aspire Directors, Catering Supervisor/Manager. |

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| **Experience, skills and qualities**  |
| Essential |
| 1 | Personal – We see the value in everyone and support people to reach their full potential. Progressive – We are driven by improvement and always look to find better solutions.Consistent – We are strong and dependable and can be relied upon to deliver quality services.Accountable – We all take personal responsibility and contribute towards successful outcomes. |
| 2 | Experience with working in a commercial Kitchen with use of commercial catering equipment |
| 3 | Level 2 Health and Safety Certificated |
| 4 | In- date level 2 Food Safety certificate and Allergy certified |
| 5 | Knowledge of Dysphagia and specific dietary requirements within social day care settings |
| 6 | Culinary creativity & excellent cooking/ baking skills needed. |
| 7 | Experience in Stock monitoring and ordering supplies  |
| 8 | Good communication skills with the ability to communicate to a variety of people with different needs |
| Desirable |
| 9 | Good understanding of COSHH, HACCP & H&S regulations |
| 10 | Ability to work as part of a small team |

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| **Review arrangements:** |
| The details contained in this role profile reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required, and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Aspire will expect to revise this role profile from time to time and will consult with the post holder at the appropriate time. |



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| Version Control | Name | Date reviewed | Signed |
| Version 1 | Johnnie Wood | 21.06.24 |  |
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