

WADDESDON CHURCH OF ENGLAND SCHOOL

Job title	Cook/ Food Service Assistant
Grade	1b
Responsible to:	Restaurant Manager

PRINCIPAL RESPONSIBILITIES

To assist in the production and provision of the day to day food and beverage service for students, staff and visitors.

To prepare food of the highest standards, maintaining

- High levels of food presentation and quality
- Consistent portion controls
- Efforts to minimise wastage at all times

MAIN DUTIES

Catering Standards

- Food and beverage preparation in particular preparation of sandwiches and baguettes, baking of cakes and biscuits
- To ensure correct food storage, handling and preparation of food.
- To assist in the clearing and cleaning of the kitchen and the equipment using schedules and rotas when applicable.
- To observe all Health and Safety rules and take particular care regarding the use of chemicals.
- To abide by the kitchen HACCP system and Health and Safety policy
- To maintain a high standard of personal hygiene
- To take advantage of all training given and to draw the Manager's attention to further personal training required to assist in your duties
- To be able to use a till and to understand the recording of till receipts
- To adopt a positive and pleasant manner at all times to encourage good working relationships with colleagues and school staff and professional contact with students
- To assist with the provision of special or function catering and, if possible, to be available for some work taking place outside normal working hours
- To assist with the annual inventories of heavy and light equipment.
- To undertake any other duties relevant to your post at the request of your line manager

June 2018