



## **Job Description**

### **Wrap Around Care Cook**

Title:	Buttercup Club Wrap Around Care Cook
Accountability:	The post-holder will be responsible to the Club Manager, Headteacher and Wrap Around Care Governors Committee
Location:	Goldfield Infants' and Nursery School
Hours:	After School Club 3.00 – 5:00 pm (12 hours) Monday to Thursday term time only
Contract Type:	Permanent
Salary:	H2

#### **Purpose of the job:**

- The preparation, cooking and serving of meals to the children in after school club
- To maintain high standards of food hygiene, food storage and cleanliness in the kitchen in accordance with domestic and catering standards
- To promote and encourage healthy eating

#### **Main Duties and Responsibilities:**

##### **Delivering provision for the pupils of Goldfield after school club**

- The preparation, production and serving of balanced meals and food choices for children of the after school club in line with the agreed menus.
- To minimise waste levels and manage food hygiene.
- To put away food after service and preparation
- To ensure Health, Hygiene and safety requirements that meet legal requirements are met at all times
- To monitor and record food temperatures, to ensure that food temperatures are monitored throughout the cycle and meet legal standards.
- To ensure that all work areas are kept clean and tidy and report any defective equipment or materials immediately.
- To contribute to a working environment which supports equal opportunities and anti discriminatory practice.
- To encourage and promote healthy eating.
- To ensure adequate portion size for all aged pupils.
- To take into consideration possible dietary needs or allergies.
- To ensure the school kitchen area is clean and tidy and plates are cleared promptly.

## Person Specification

COMPETENCIES / ATTRIBUTES	CRITERIA	ASSESSMENT METHOD
<b>Qualifications and Attainments</b>		
Accredited Foundation Food Hygiene Certificate – or equivalent	Desirable	A
First Aid Certificate	Desirable	A
NVQ/Level 2 in Food Production and cooking	Desirable	R
<b>Experience</b>		
Minimum of 1 years previous catering experience	Desirable	A
<b>Skills/Abilities</b>		
Good organisational skills and able ability to multi task	Essential	I
Flexibility and ability to cope with ever changing demands	Essential	I
Good understanding of Healthy Eating Options	Essential	I
An interest in Catering and Food preparation	Essential	I
Good team working	Essential	I
<b>Commitment</b>		
To the development of an outstanding food service for young people	Essential	I

Personal Qualities		
Approachable and good communicator	Essential	I/R
Enthusiastic person keen to develop the after school club menu and food service	Essential	I/R

This job description may be amended at any time after discussion with the post holder and will be reviewed annually as part of the schools appraisal cycle

Signed..... Date.....

Headteacher’s signature.....