

JOB DESCRIPTION: Assistant Cook, Permanent, Term Time

RESPONSIBLE TO: Canteen Manager

JOB PURPOSE

To assist the Canteen Manager in all activities concerned with the preparation and cooking of meals.

Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.

MAIN DUTIES AND RESPONSIBILITIES

1. Skilled cooking activities connected with the full range of meals (for example, assist with the preparation of menus, portion control, the provision of special dietary meals, allergy awareness/training, and function catering where appropriate).
2. To assist with:
 - Record keeping.
 - Control of hygiene, health and safety in the kitchen including recording of temperatures.
 - The direction and/or shared supervision of other employees.
3. To undertake operational control of service points
4. Associated administrative duties as required which may include assistance with:
 - The planning of meals
 - Stock-taking, including the organisation of stores and fridges and receipt of deliveries.
 - General kitchen management in the absence of the Canteen Manager.
 - Shared supervision of other employees.
 - Training of staff.
 - Operating cashless till where appropriate.
5. General kitchen duties as required which may include washing up, setting up and clearing away equipment and tables, cleaning of the kitchen, dining room surrounds and equipment.
6. Assist in the promotion of the service to parents, students and staff to increase the uptake.
7. Securing of premises as required.
8. Duties as delegated in connection with service provision.

Job descriptions are not exhaustive and, to meet the needs of the College, may be subject to amendment by the Principal, in consultation with the post-holder.

CRITERIA

a) Essential

- NVQ Level 2 in food preparation and cooking or City & Guilds 706-1 & 706-2 or equivalent or higher relevant qualification or 2 years' experience of food preparation and cooking within a catering establishment
- Knowledge of Hazard Analysis Critical Control Point (HACCP)
- Ability to communicate and engage effectively with others as part of a team and with students and staff
- Excellent interpersonal and team working skills
- Effective organisational and planning skills and the ability to work under pressure to meet deadlines
- An understanding of and commitment to integrated education

b) Desirable

- Experience of working with children and young people
- Ability to work independently and as a member of a team
- Strong organisational and record-keeping skills
- Ability to manage time effectively

To Apply:

Please download an application pack from our website www.shimnaintegratedcollege.org and return to Karen Maguire, Bursar, at kmaguire432@c2ken.net

Closing Date: **Wednesday 26 March 2025 @ 12 noon.**

Applicants should note the selection panel reserves the right to enhance the desirable criteria if necessary to ensure a manageable short-list.

Shortlisted candidates will be contacted by email or telephone. Interviews are expected to take place the following week.

The College is an Equal Opportunities Employer.