



Job Description

Post Title: After School Club Cook /Assistant

Reporting to: Headteacher/School Business Manager

Pay Scale: Scale 1c Point 2

All staff working at Swaffield Primary School will play a part in enabling the achievement and progress of all children, their families, our staff and the wider community. All staff will show a commitment to the happiness, wellbeing and self-esteem of everyone at Swaffield School, whilst providing equal opportunities for all.

Job Purpose

- 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.

Key Deliverables

- 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.
- Normal duties will include Washing up, kitchen cleanliness, cleaning utensils, equipment, floors, crockery, cutlery, cleaning tables and food preparation.
- To report any accidents, as soon as possible and ensure procedures followed.

- To maintain strict confidentiality relating to information held concerning children and families using the clubs and to ensure they are adequately trained to report to the designated Child Protection officer any concerns around safeguarding.
- Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Providing comprehensive care for the children
- Setting up the play space including moving furniture and play equipment.
- Providing light refreshments and cooking meals and ensuring that hygiene, health and safety standards are met.
- Administering first aid when necessary.
- Consulting with children and involving them in planning activities.
- Helping with administration, where necessary.
- Encouraging parental involvement.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Undertaking appropriate and relevant training.
- Keeping the work environment healthy, clean, safe and secure.
- Working within the framework of the school's policies and procedures

This post is subject to a DBS check

PERSON SPECIFICATION

Post Title: Out of School Care (OSC) COOK

Key to selection method **A = Application/CV**
I = Interview
R = Reference

COMPETENCIES / ATTRIBUTES	CRITERIA	ASSESSMENT METHOD
Qualifications and Attainments		
Accredited Foundation Food Hygiene Certificate – or equivalent	Desirable	A
First Aid Certificate	Desirable	A
NVQ/Level 2 in Food Production and cooking	Desirable	R
Experience		
Minimum of 1 years previous catering experience	Desirable	A
Skills/Abilities		
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
Commitment		
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