**JOB DESCRIPTION**

**Post Title:** After SchoolCommunity Club Cook/ Assistant

**Reporting to:** Headteacher/ Deputy Head

**Pay Scale:** Scale 1C Point 2

**Purpose of the Job**

* The preparation, cooking and serving of meals to the children in Out of School Care after school.
* 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.
* Delivering a stimulating, fun and challenging programme of indoor and outdoor activities

**Main Responsibilities**

* The preparation, production and serving of balanced meals and food choices for children of the Out of School Care in line with the agreed menus.
* To minimise waste levels and manage food hygiene.
* To put away food after service and preparation.
* To ensure legal requirements for Health, Hygiene and Safety 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 are followed
* To maintain strict confidentially 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.
* Assist with planning, preparing and delivering quality play opportunities within a safe and caring environment.
* 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.
* Undertaking appropriate and relevant training.
* Keeping the work environment healthy, safe and secure.
* Working within the framework of the school’s policies and procedures
* Supporting pupil hygiene and social skills

This post is subject to a DBS check