

Level 2

ORGANISATIONAL

Comply with current Food Safety legislation

Ensure compliance with all health and safety policies and procedures

Ensure safe use of equipment and materials

Operate everyday equipment in accordance with instructions

Make daily quality and safety checks on equipment

Demonstrate and assist others in safe and effective use of specialist equipment and materials

Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards

Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards

Organise cooking routines to comply with specified standard

Ensure effective portion control and minimise wastage

OPERATIONAL

Present food in a way that is attractive and encourages healthier choices

Prepare food in accordance with agreed recipes and methods

Organise and supervise food service, to include transportation of meals if required

Undertake skilled cooking activities connected to a full range of menu provision

Decant and or serve food for transportation to other schools and in own school servery if required

Ensure that clean and dirty processes are kept separate

Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process

Operate tills and check the float if required

RESOURCES

Ensure the maintenance of a clean and orderly working environment

Prepare routine equipment in a timely and accurate manner as set out in the instructions

Report faulty equipment and other maintenance requirements to the appropriate person

Order and record all ingredients used and take stock

Refill and replace consumables

Undertake basic record keeping as directed

Ensure that lights and other equipment are switched off as appropriate

Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches

RESPONSIBILITIES

Ensure that all meals and drinks served comply with current legislation or guidelines as well as the whole school food policy

Attend relevant meetings as required

Participate in training and other learning activities as required

Have an awareness of and comply with policies and procedures relating to child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person

CUMBRIA COUNTY COUNCIL
CHILDREN'S SERVICES
PERSONNEL SPECIFICATION

POST TITLE: Level 2

February 2007

UNIT: School Kitchen

SCALE:

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/training/competences	<ul style="list-style-type: none">• Willingness to undertake induction training• Food Hygiene certificate OR equivalent experience or equivalent qualification. Or willingness to train to achieve these.	<ul style="list-style-type: none">• NVQ 2 Support Staff (with school kitchen modules), or similar.
Relevant experience	<ul style="list-style-type: none">• Experience of relating well to people at all levels• Full working knowledge of policies and procedure relating to child protection, health & safety, confidentiality and security.	<ul style="list-style-type: none">• Experience of monitoring stock and supplies• Experience of basic record keeping
Knowledge	<ul style="list-style-type: none">• Awareness of health & hygiene procedures.• Knowledge of moving and handling procedures.• Ability to work as part of a team.• Willingness to use relevant equipment.	