

JOB DESCRIPTION

POST TITLE: Assistant Cook

DIVISION/UNIT: Facilities Services/Catering Unit

GRADE: 3

RESPONSIBLE TO: Cook in Charge

RESPONSIBLE FOR: N/A

Job Purpose

Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, cooking and serving of meals.

Main Duties and Responsibilities

1. Ensure that Safe Working Practices are adhered to, in accordance with Health and Safety Legislation and Tayside Contracts' Occupational Health and Safety Policy.
2. Uphold and embrace Tayside Contracts vision and values by working in partnership with internal colleagues, external clients and other stakeholders to deliver an efficient and effective service.
3. Treat all individuals with dignity and respect and support Tayside Contracts' Equality and Diversity Policy.
4. Instruct, guide, allocate and check the work of the catering team.
5. Assist the Cook in Charge in the preparation of food and beverages and cooking of meals in accordance with menus
6. Assist the Cook in Charge with the allocation of tasks.
7. Assist with the control of food costs and minimize food waste.
8. Pack/unpack and load/unload food containers food for transporting and servicing of meals etc.
9. Carry out general kitchen and dining room cleaning duties, including washing up, setting up and cleaning and clearing away of equipment etc.
10. Clean the kitchen, dining areas, and the surrounding area including tables, chairs, benches, floors, walls and equipment etc.
11. Set up and put away dining room tables/chairs benches.
12. Serve meals at service points and assist in efficient portion and waste control.

13. Assist in the handling of cash as required.
14. Comply with control measures for hygiene, health, safety and security on the premises and the surrounding area.
15. Ensure proper maintenance of equipment, reporting faults, as required.
16. Complete all HACCP documentation timeously.

NOTE

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Working Environment	Physical Coordination	Physical Effort	Mental Skills	Concentration	Communication Skills	Dealing with Relationships	Responsibility For Employees	Responsibility for Service to Others	Responsibility for Financial Resources	Responsibility. For Physical & Info	Initiative & Independence	Knowledge
2	3	4	1	2	1	1	2	2	2	1	2	2