



JOB DESCRIPTION

Post:	Cook	Analyst: Tom McLeister
Date:	4 th March 2022	Department: Canteen
1. <u>JOB DETAILS</u>		
a. Reports to:	Catering Manager	
b. Responsible for:	N/A	
c. Working hours:	8.00am to 3.15pm (includes 30 minute break) Monday, Tuesday and Wednesday	
2. <u>JOB SUMMARY</u>		
To assist the Catering Manager in all activities concerned with the preparation of meals. Team Participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.		
3. <u>KEY TASKS</u>		
3.1	Skilled cooking activities connected with the full range of meals (e.g. assist with the portion control, the provision of special dietary meals and function catering where appropriate.	
3.2	Record keeping, control of hygiene, health and safety in the kitchen including recording of temperatures.	
3.3	Organisation and control of food service points.	
3.4	The transferring and serving of meals and snacks.	
3.5	Stock taking, including the organisation of stores and fridges, and the receipt of deliveries.	
4. <u>GENERAL</u>		
4.1	Ensure all activities are conducted in accordance with the Company's Health and Safety and Equal Opportunities Policy.	
All duties must be carried out to comply with:		
4.2	<ul style="list-style-type: none"> a. The Health and Safety at Work (N.I.) Order 1978; b. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements; c. Agreed Codes of Practice; including the COSHH Regulations, HACCP and Safe Working Practices manuals; d. Any other statutory regulations which may apply. 	
4.3	All duties will be carried out in the working conditions normally inherent in the particular job, including any agreed flexible working hour's arrangement.	
4.4	When carrying out any kitchen /cleaning duties, protective clothing or work wear issued must be worn.	
4.5	Only flat-soled enclosed-toe footwear should be worn at all times when carrying out cleaning duties (mules, open-toed sandals or flips flops are NOT allowed).	
4.6	Any equipment issued must be cared for in an appropriate and safe manner, with any defects being reported immediately.	
4.7	All necessary paperwork must be completed.	
4.8	Undertake duties as required to assist with out-of-hours functions.	
4.9	Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.	
4.10	Undertake any other reasonable duties that may be requested.	

Please be advised that this list is not meant to be exhaustive and may be added to or amended as and when deemed necessary.

Signed by Employee:

Signed: _____

Date: _____

Signed on behalf of Ballymena Academy:

Signed: _____

Date: _____

Position: _____