

LINCOLNSHIRE COUNTY COUNCIL**JOB DESCRIPTION****DIRECTORATE:**
Children's Services**Division/Section/Branch:**
Schools**Service/Sub-Division:****JOB TITLE:** Assistant Cook –
Primary School**JEM number**
01-190**GRADE:****REPORTS TO:**
Headteacher or Cook in Charge (or other designated person)

1.	PURPOSE OF JOB: Prepare and cook meals and assist with day to day kitchen duties as directed by line manager.								
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES								
	<table border="1"><tr><td>i.</td><td>Prepare and cook meals in accordance with menus.</td></tr><tr><td>ii</td><td>Assist with general kitchen duties, wash up and general cleaning as directed.</td></tr><tr><td>iii</td><td>Serving meals.</td></tr><tr><td>iv</td><td>Assist with paperwork/record keeping as required.</td></tr></table>	i.	Prepare and cook meals in accordance with menus.	ii	Assist with general kitchen duties, wash up and general cleaning as directed.	iii	Serving meals.	iv	Assist with paperwork/record keeping as required.
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ii	Assist with general kitchen duties, wash up and general cleaning as directed.								
iii	Serving meals.								
iv	Assist with paperwork/record keeping as required.								
3.	MANAGEMENT OF PEOPLE SUPERVISION OF PEOPLE Act as guide/mentor to catering assistants where required.								
4.	CREATIVITY AND INNOVATION Work is carried out within policies and procedures presenting occasional opportunity for creativity.								
5.	CONTACTS AND RELATIONSHIPS The postholder will have contact with line manager, other employees of the school and pupils; there may be occasional contact with visitors to the school and suppliers.								
6.	DECISIONS								

	<p>a)Discretion</p> <p>Working within clearly defined procedures, generally discretion is made within a range of set alternatives.</p>
	<p>b)Consequences</p> <p>Impacts on lunchtime/break activities.</p>
7.	<p>RESOURCES</p> <p>Resources such as crockery, cutlery, general kitchen equipment and ensuring care is taken of the general kitchen facilities.</p>
8.	<p>WORK ENVIRONMENT</p>
	<p>a) Work Demands</p> <p>Work subject to interruptions but does not affect the overall completion of the task.</p>
	<p>b) Physical Demands</p> <p>Working with general kitchen tools and equipment, e.g. moving and handling pans.</p>
	<p>c) Working Conditions</p> <p>Working in kitchen area on school premises in well lit and ventilated environment.</p>
	<p>d) Work Context</p> <p>May be at some risk from use of kitchen equipment e.g. chemicals and machinery. The postholder may have limited exposure to abuse\aggression from pupils, parents and carers.</p>
9.	<p>KNOWLEDGE AND SKILLS</p> <p>Intermediate Food Hygiene Certificate or be supervised and trained as appropriate to a level which ensures hygiene standards are met and maintained at all times.</p>
10	<p>GENERAL</p>
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>	
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>	
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>	

Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.

	Name:	Signature:	Date:
Job Description written by: [Manager]
Job Description agreed by: [Postholder]
			V5

GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

EVALUATION REPORT

Post Title Assistant Cook Primary School	JEM Reference No. 01-190
Directorate Schools	Evaluation Date 7/6/07
Service Generic	

FACTORS:	LEVEL	POINTS
Management of People	1 (up to five)	16
Dispersal		
Creativity and Innovation	1	28
Contacts and Relationships	2	38
Decisions Discretion	1	20
Consequences	1	12
Resources	2	20
Work Environment Work Demands	1	8
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
Knowledge and Skills	2	80
TOTAL POINTS		262
GRADE		Grade 2

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

Evaluation Type

JE Project