JOB DESCRIPTION

JOB TITLE: Kitchen Assistant

RESPONSIBLE TO: Cook

GRADE/PAY SCALE: 1B/SCP1

JOB PURPOSE

To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

MAIN DUTIES

1. To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
2. To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
3. To assist in the preparation, cooking and serving of food and beverages as defined by Chefs in School and Smallwood Primary School.
4. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables, and all other catering equipment in the dining centre.
5. To serve food according to the style and type of operation as defined by Chefs in School and Smallwood Primary School.
6. To clean on a daily basis all catering areas to standards laid down by Chefs in School and Smallwood Primary School as directed.
7. To undergo on and off the job training session as required by Chefs in School and Smallwood Primary School.
8. To inform the Cook of any defects in light equipment.
9. To inform Cook of any defects in heavy equipment or of premises not meeting Health and Safety and/or Food Hygiene Regulations Standards.
10. To undertake any other duties that may be required for the effective operation of the Catering establishment.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

PERSON SPECIFICATION

1. Previous experience advantageous.

2. Good standard of personal hygiene.

3. Previous training in Food Safety and Health & Safety or willingness to be trained in these areas.

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