



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### JOB DESCRIPTION

**POST TITLE:** Kitchen Assistant  
**GRADE:** South Tyneside Living Wage  
**RESPONSIBLE TO:** Head Teacher  
**RESPONSIBLE FOR:** -

#### Overall Objectives of the Post:

To provide a high quality and responsive catering service.

#### Key Tasks of the Post:

**1. You will be required to:**

- Observe all Health and Safety Regulations as directed by the Cook in Charge.
- Assist with basic food preparation and service of meals.
- Ensure high standards of hygiene and cleanliness are maintained.
- Assist with the setting up and dismantling of dining furniture.

**2. You will assist the Cook in Charge. You will:**

- Observe correct portion sizes.
- Maintain attractive food presentation through the lunch service.

**3. You will deal effectively and efficiently with customers. You will:**

- Respond to customers in a polite and helpful manner.
- Be aware of all customer special diets and be vigilant when preparing/serving special meals.
- Respond quickly and efficiently to customer queries and complaints.
- Be knowledgeable of the catering service and menu.
- Encourage children to choose healthy balanced meal options.
- Handle cash/computerised sale transactions in accordance with Council policy and procedures where applicable.

**4. Undertake service and equipment checks. You will:**

- Complete temperature record forms.

- Complete cleaning schedule checklists.
- Report any deficiencies, damage or defects to equipment or suppliers to the Cook in Charge.

South Tyneside Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful applicants will be required to produce an Enhanced Certificate of Disclosure from the Disclosure and Barring Service.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Reference: JP/CL

Date: 17.09.18