

## Kitchen Assistant – Brunton First School

**RESPONSIBLE TO:** Cook in Charge

**RESPONSIBLE FOR:** N/A

**JOB PURPOSE:** To assist with the efficient and effective delivery of a quality, efficient and friendly school meals service through the preparation and service of meals in accordance with agreed standards and procedures.

**MAIN DUTIES:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- 2 To undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- 3 To ensure the presentation and service of food to the customer is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage customers to purchase more or try other foods (i.e. balanced diet).
- 4 To assist with the general maintenance and presentation of the service area.
- 5 To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff rooms, to the required hygiene standards.
- 6 To clean the dining room and set up and clear away equipment and materials if necessary.
- 7 The participation in and assistance with functions where catering is required.
- 8 To promote and implement the Council's equal opportunities policies in all aspects of employment and service delivery.
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.