EGGLESCLIFFE SCHOOL

JOB DESCRIPTION

**POST TITLE**: Kitchen Assistant

**GRADE:** C (SCP 3)

**REPORTS TO:** Cook

**MAIN PURPOSE:** Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

………………………………………………………………………………………………………………………………………………………………………………..

### TASKS:

* Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
* Follow personal cleanliness and hygiene guidelines and rules
* Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
* Washing up
* Operation of dishwasher
* Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
* Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
* Assist with Food deliveries, storage and management of food and stocks as required
* To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
* Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times
* Demonstrate and promote commitment to Equal opportunities and to the elimination of behaviour and practices that could be discriminatory

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**PERSON SPECIFICATION**

**POST TITLE :** Kitchen Assistant

**GRADE:** C (SCP 3)

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **QUALIFICATIONS/**  **TRAINING:** | * Willingness to participate in training and development opportunities * Basic skills/induction * Food hygiene certificate |  |
|  |  |  |
| **EXPERIENCE:** | * Experience of working as part of a team | * Experience of catering for school children |
|  |  |  |
| **SKILLS/**  **KNOWLEDGE:** | * An ability to fulfil all spoken aspects of the role with confidence through the medium of English * The operation of catering equipment/machinery * The ability to communicate with children and adults * A knowledge of basic catering practices * Knowledge of COSHH and Health & Safety regulations * The ability to work to deadlines * Be able to use own initiative and work as part of a team | * Knowledge of COSHH and Health and Safety regulations |
|  |  |  |
| **PERSONAL ATTRIBUTES:** | * Pleasant and Friendly manner * Reliable * A high level of personal   cleanliness and appearance   * Flexibility * A commitment to working as part of the whole school team and supporting the vision and aims of the school |  |