



**King Edward VI Grammar School, Chelmsford**

**JOB DESCRIPTION**

**TITLE:** Kitchen Assistant

**RECOMMENDED BAND:** 1

**PURPOSE OF JOB:** To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school

**RESPONSIBLE TO:** Headteacher, via immediate Line Manager & Catering Supervisor

**DUTIES & RESPONSIBILITIES:**

- The preparation and simple cooking of food & beverages
- Serving customers at the counter/hatch or from a trolley or kiosk as required
- To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed
- During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- To attend training activities and/or meetings as required
- Occasionally, to assist with special functions at the school which may be outside of normal working hours
- To report any customer comments, complaints or comments and take any necessary remedial action if appropriate
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible
- Such other duties related to the catering service as may be necessary from time to time within the reasonable requirements of the Headteacher and Governing Body.

**GENERAL:**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.