



**King Edward VI Grammar School, Chelmsford**

**JOB DESCRIPTION**

<b>TITLE:</b>	Kitchen Assistant
<b>SCALE:</b>	2
<b>PURPOSE OF JOB:</b>	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
<b>RESPONSIBLE TO:</b>	Headteacher, via immediate Line Manager & Catering Supervisor

**DUTIES & RESPONSIBILITIES:**

**Duties:**

- 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 or complaints 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.

**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;
- 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;

- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.