

Kitchen Assistant

Job Description

The kitchen assistant's primary responsibility is to assist the Catering Manager in keeping the kitchen and dining hall clean and tidy and helping to provide a healthy lunch for the staff and pupils of the School on a daily basis.

Detailed Job Description

- a) Washing up and cleaning kitchen and related equipment as directed by the Catering Manager throughout the day with particular emphasis on end of day cleaning procedures
- b) Assist in checking and storage of deliveries each week.
- c) Cleaning equipment and keeping in good working order including checking freezers and stock regularly
- d) Generally keeping kitchen and equipment up to Health, Hygiene and Safety
- e) Ensuring kitchen and equipment are ready for a new term.

Additional Duties

Assisting the Catering Manager as and when required.

Co-operative work within the School

As a member of Staff at Elm Hall Primary School, the kitchen assistant may be asked to help with reasonable duties outside his or her own job specification. If there is any potential conflict of work this should be brought to the notice of the Bursar. The position of kitchen assistant carries with it risk of personal injury and competence in judging the impact of risks and hazards. Should the he or she be in any doubt over such questions, he or she is to speak to the Bursar or a member of the Health and Safety Committee immediately. The following are examples of areas of risk or particular care:

- a) Lifting of supplies of food etc.
- b) Working with extreme temperatures.
- c) Working with electricity.

Management

The kitchen assistant's immediate Line Manager is the Catering Manager and thereafter the Bursar for all matters. The Bursar is responsible for matters of policy and finance.

Hours of Work 1 ¼ hours per day – 6 ¼ hours per week (Monday – Friday) 12 noon to 1.15pm. Some flexibility in these timings is expected if other duties overrun. The kitchen assistant is expected to dress practically to suit his or her role and uniform will be provided if necessary. Employees of the School are expected to participate in an annual appraisal – the date for the kitchen assistant to be agreed with the Catering Manager. This is an opportunity for all employees to discuss their future

professional development as well as the School to discuss the employee's work performance, progress and proposals for employee development. Staff are expected to co-operate with the requirement of plans for development professional training paid for by the School.

Profile

The successful candidate is likely to possess:

A good knowledge of current food standards

Current Food Hygiene certificate or training can be provided to the right candidate

Integrity, honesty, reliability, loyalty, good sense of humour and team player.

The appointment will be made subject to a satisfactory interview, references, enhanced DBS disclosure and medical declaration.