

Chalkwell Hall Schools

Job Description

Name:

Job Title: Kitchen Assistant

Responsible to: Both Headteachers, Head Cook

Purpose of the Job: To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

Main Responsibilities and Duties:

- a) To prepare the dining area, which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- b) To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
- c) To assist in the preparation, booking and serving of food and beverages as defined by the schools.
- d) To serve food according to the style and type of operation as defined by the schools.
- e) To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- f) To clean on a daily basis all catering areas to standards laid down by the schools as directed.
- g) To undergo on and off the job training sessions as required by the schools.
- h) To inform the Catering Supervisor of any defects in equipment.
- i) Such other related duties as are required to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- j) To undertake any other duties that may be required for the effective operation of the catering establishment

- k) Such other duties as may be necessary and are commensurate with the responsibilities of the post as directed by the Headteachers.

- l) To be responsible for safeguarding and promoting the welfare of children and young persons s/he is responsible for or comes into contact with.

Signed:

Signed:

Headteacher, Infants

Signed:

Headteacher, Juniors

Date: