

Grading

Job Description and Employee Specification

<u>Job title:</u> Kitchen Assistant Pods café	<u>Service area:</u> Business Development
<u>Post number:</u>	<u>Division:</u> Schools Catering & Building Cleaning
<u>Grade:</u> 2	<u>Section/team:</u> Schools Catering
<u>Overall purpose of job:</u> To undertake, under the general direction of the Café manager, the preparation, simple cooking and serving of food.	
Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.	
<u>Main Responsibilities:</u> Basic preparation of food and beverages (for example, vegetables and snacks). Simple cooking (for example, the reconstitution of prepared food). Transporting and serving of meals. Setting up and clearing away tables, chairs and equipment. Cleaning kitchen surfaces, cupboards, tables and equipment. Washing dishes, cutlery, containers, etc. To inform the café manager of any defects in materials, equipment etc. Collection and reconciliation of cash received and cheques using a till Clerical duties associated with the above, including the completion of cleaning and temperature records	
<u>Knowledge, Skills and Experience Required:</u> Communication – dealing with customers, colleagues and line manager. Extra communication skills required with statemented children. Ability to handle associated school kitchen equipment in a safe manner	

Grading

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Willing to undertake Basic Food Hygiene

Health & Safety awareness

Manual Handling

Technical knowledge of equipment

Literate

Numerate

Able to handle cash

Creativity and innovation:

Present food and drinks in an attractive manner

Presentation of menu boards if used.

Create a given number of portions out of a given amount of food.

A caring attitude has to be adopted at all times in particular when dealing with young children.

Ensure the till is sited and works correctly.

Collection and return of the float daily.

Collection of cash for school meals including cash left in advance with secretary by parents.

Contacts and relationships:

Café manager and colleagues daily to ensure smooth working practices.

Customers and Pods Team

Area Catering Supervisor from time to time for routine inspection and to deal with minor problems.

Area Catering Manager occasionally in emergencies only.

Delivery people as necessary in connection with deliveries.

Grading

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Decision making:

A decision has to be made as to suitability of food for use. If poor quality food is used there is a risk of loss of trade and even possible food poisoning.

Customer usage has to be observed and a recommendation made to the café manager if certain types of meal are not taken up, in order to reduce the risk of wasting food and losing income.

When machinery is used a decision has to be made that they are safe to use and are used safely.

That correctly coded equipment is used for the appropriate task and that all equipment and tools are sterilised properly.

Responsibility for resources:

All items of fixed equipment e.g. oven, coffee machine, mixer, are used, cleaned and maintained correctly within guidelines.

All kitchen tools e.g. sharp knives and graters, are used, washed and stored correctly within guidelines.

The responsibility is continuous.

WORK ENVIRONMENT

Work demands:

Preparing and serving a large number of meals per day. Filling of vending machines and help with hospitality and parties

There also may be special events such as sports/dance events.

Physical demands:

Standing, lifting and walking.

Working conditions:

Pods café & kitchen.

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Position in organisation: Indicate how many staff the post is directly accountable for: 1

Are posts in more than one location? No

Is this at the same site? N/a

Are the posts managed highly mobile? Is the supervision/management shared with another post in the structure? No

Please indicate which post(s)

You must provide an organisation chart that shows where the job sits within the structure. This should be a simple diagram but with enough detail to put the job into context, i.e. the post holder may manage different groups of staff undertaking different tasks. The chart must show the job in question, the job to which it reports, those jobs which report alongside it and subordinate posts.

Operations Manager (Schools Catering)

Area Catering Supervisor

Cooks

Assistant Cook/Kitchen Assistants

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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Basic food preparation. - Knowledge and understanding of basic hygiene. - Basic Literacy skills – Able to read and follow instructions - Numerate – Able to complete timesheets	
Knowledge, Skills and Experience	Interview
- Able to communicate with work colleagues and children. - Allergen Aware - Health & Safety awareness - Awareness of safeguarding - Ability to handle associated school kitchen equipment in a safe manner – i.e. Setting up and cleaning away of equipment.	
Education, Training and Qualifications	Application form (follow up at interview)
- Willing to obtain Manual Handling Certificate. - Willing to obtain a Basic Food Hygiene Certificate.	
Working Arrangements	Application form (follow up at interview)
Able to work within the specified times.	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Previous catering experience. - Experience of providing a service to children.	
Knowledge, Skills and Experience	Interview
Committed to providing a friendly and quality service to the school and the children	
Education, Training and Qualifications	Application form (follow up at interview)
- Hold Manual Handling Certificate. - Hold Basic Food Hygiene Certificate	
Working Arrangements	Application form (follow up at interview)
Able to be flexible and work additional hours if required.	

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THE POST IS SUBJECT TO:
Disclosure of convictions under the Rehabilitation of Offenders (Exemption) Act 1974

Yes	No ☒
Political restriction	
Yes ☐	No ☒
The ability to speak fluent English under the Immigration Act 2016	
Yes ☒	No ☐

• Version Control	
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