

Grading

Job Description and Employee Specification

<u>Job title:</u> Mobile Kitchen Assistant	<u>Service area:</u> Assets and Development
<u>Post number:</u>	<u>Division:</u> Assets
<u>Grade:</u> 2	<u>Section/team:</u> Schools Catering
<u>Overall purpose of job:</u> To undertake under the general direction of the Cook, the preparation, simple cooking and serving of food in schools throughout North Lincolnshire	
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 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 Cook of any defects in materials equipment etc.	
<u>Knowledge, skill and experience:</u> Ability to travel within the North Lincolnshire area Literate Numerate	

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Food hygiene awareness Manual handling awareness Knowledge of equipment
<u>Creativity and innovation:</u> Present food and menu boards attractively Portioning of food
<u>Contacts and relationships:</u> Working contact with colleagues in the kitchen Caring attitude to customers (e.g. pupils/ teachers)
<u>Decision making:</u> Suitability of food for use.
<u>Responsibility for resources:</u> Use and maintenance of kitchen tools and equipment.
WORK ENVIRONMENT <u>Work demands:</u> The meal must be served on time
<u>Physical demands:</u> Standing and lifting throughout a shift Carrying tables, chairs and full pans

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Working conditions:

Kitchens are noisy, hot and steamy. In the winter they may be cold

Work context:

Staff must be aware of the potential dangers of knives, hot fat, hot ovens ,and other items associated with the preparation and serving of meals.

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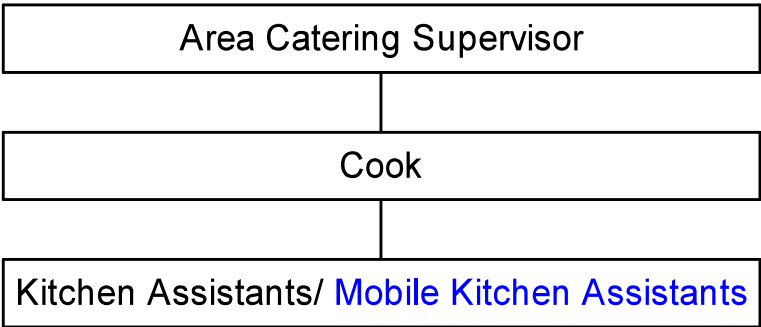
Position in organisation:

Indicate how many staff the post is directly accountable for:

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Are posts in more than one location? **Yes**
Is this at the same site? Are the posts managed highly mobile?
Is the supervision/management shared with another post in the structure? **No**

Please indicate which post(s) _____



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ESSENTIAL CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Varied experience within catering industry - Working to time limits - Current driving licence	
Knowledge, Skills and Experience	Interview
- Knowledge and understanding of Health and Safety - Understanding of the importance of a healthy diet for children	
Education, Training and Qualifications	Original documents
Basic Food Hygiene	
Working Arrangements	Interview
- Able to work within the specified times - Able to be flexible and work additional hours if required	

DESIRABLE CRITERIA	ASSESSED THROUGH:
Knowledge, Skills and Experience	Application form (follow up at interview)
- Experience of school meals - Experience of cash handling and completion of relevant paperwork	
Knowledge, Skills and Experience	Interview
Food preparation	
Education, Training and Qualifications	Original documents
- NVQ Level I - Nutritional qualification - Basic Health and Safety Certificate - Manual Handling	

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

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Yes ☒

No ☐

• Version Control	
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