Grading
Job Description and Employee Specification

Job title: Kitchen Assistant	**Service area**: Economy & Environment
Post number:	**Division:** Public Protection
Grade:	**Section/team:** Catering & Cleaning

Overall purpose of job:

To undertake, under the general direction of the Cook, 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.

Main responsibilities:

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 Cook of any defects in materials, equipment etc.

Completion of kitchen paperwork e.g. Cleaning schedules and temperature recording.

Knowledge, Skills and Experience Required:

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

Willing to undertake Basic Food Hygiene

Health & Safety awareness

Willing to obtain Manual Handling Certificate

Basic Literacy skills – Able to read and follow instructions

Numerate – Able to complete timesheets

Allergen Aware

Basic food preparation skills

Awareness of safeguarding

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 that only pupils entitled to a free school meal receive one.

Contacts and relationships:

Cooks and colleagues daily to ensure smooth working practices.

Customers (e.g.pupils/teachers) and mid-day Supervisors daily during serving of meals.

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.

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 cook 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, deep fat fryer, 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

There also may be special events such as sports day when lunches have to be ready early or Christmas lunch which takes longer to prepare and serve.

Physical demands:

Standing, lifting and walking.

Working conditions:

School kitchen.

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Position in organisation:

Indicate how many staff the post is directly accountable for: 0

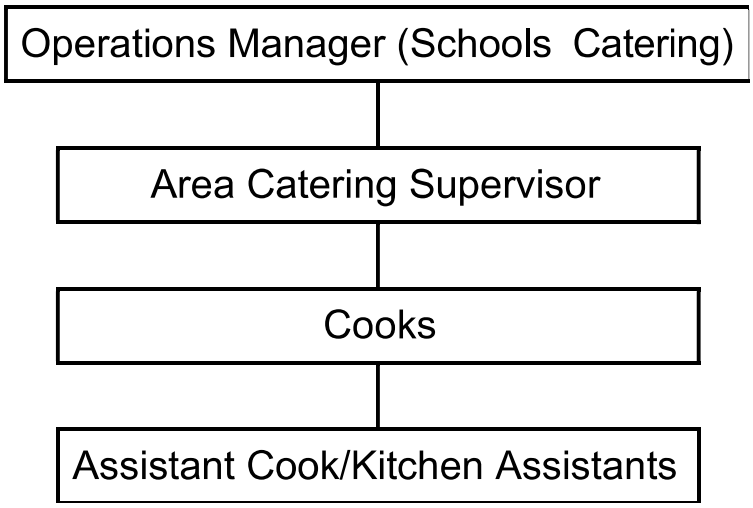
Are posts in more than one location? Yes ☐ No X
Is this at the same site? Are the posts managed highly mobile?

Is the supervision/management shared with another post in the structure?
Yes ☐ No X

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.



Job Description Version Control	
Date evaluated	
Date updated	
Updated by (manager name)	
Checked by (HR name)	

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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.	

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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