Job description

Job title: **Kitchen Assistant**
Job ref: **XS 2.2**
School:
Grade: **Dorset Grade 1**
Reports to: **Cook in Charge/Headteacher**

Main job purpose

To assist in the preparation, cooking and serving of meals (under the direction of the Cook in Charge), general washing up and cleaning.

Main responsibilities and duties

1. To assist in all aspects of food preparation, cooking and serving of meals and deputise for absence of Cook in Charge.
2. Preparing the area for meals
3. To carry out washing-up, cleaning of equipment and kitchen areas, as directed, including 'deep clean' during school holiday periods.
4. To clear and clean the dining areas.
5. To prepare beverages, as directed.
6. Promoting and safeguarding the welfare of children and young people in accordance with the school's safeguarding and child protection policy.

Knowledge and Skills

1. Formal training to City and Guilds level 706/1equivalent and relevant experience in catering.
2. Ability to train others, organisational skills, initiative, flexibility, communication at all levels, budgeting experience.

Problem solving and creativity

Work to strict deadlines to plan day to day activities, but within established routines, within budget available and guidelines on nutritional content.

Key Contacts & relationships

Deal with routine enquires from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Cook in charge or Headteacher.

Decision Making

1. Work to strict deadlines plans day to day activities, but within well known routines.
2. Within the budget available and guidelines on nutritional content as directed by the Cook in Charge, prepares foodstuff in accordance with menu provisions.

Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

Working environment

Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.

Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

Approval			
Prepared by	Chris Matthews	Date	Modified 28th January 2005
Designation	Pay and Reward Manager		