



Job Description and Specification

Position	Kitchen Assistant
Reporting to	Kitchen Manager
Grade	A

Job Purpose including main duties and responsibilities: The main purpose of the job is to:

- Assist in the preparation and service of food to customers within the school catering service in order to maximise the quality and efficiency of the service providing customer satisfaction at all times.
- Work together towards the appropriate day to day running of the kitchen.

Main duties and responsibilities:

- Comply with all aspects of the Health and Safety at Work Etc Act 1974, the Food Safety Act 2006, Food Safety and Hygiene Regulations 2013, and all other relevant legislation.
- Set the dining area ready for the children including putting out tables and benches and storing them away again at the end of the lunch period.
- Contribute to the daily provision of a catering service to the standard required.
- Be aware of and comply with all procedures set down in the site operations manual.
- Promote and encourage healthy food choices.
- Undertake all aspects of cleaning equipment, walls, floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as necessary.
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.
- Attend training activities and meetings as required.
- Report any customer comments or complaints and take any necessary remedial action if required.
- Report immediately any accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate or possible.
- Provide excellent customer service at all times.

Responsibility for resources

- Day to day care of light and heavy catering equipment, overseen by the Kitchen Manager
- Use and storage of chemicals, cleaning equipment and personal protective equipment, overseen by the Kitchen Manager
- Food and disposable item stocks, and rotation of food stock items, overseen by the Kitchen Manager

Job Activities

- Setting up and clearing away in the dinner hall to include tables, chairs, and cleaning
- Temperature test of food and record results
- Ensure the kitchen is a hygienic environment
- Maintain good communications with school staff and pupils with day-to-day customer requests, queries, and comments
- Actively promote the service to attract the maximum number of customers
- Reporting any building or equipment faults to either the school office or Kitchen Manager

Health & Safety

- Ensure Health & Safety guidelines are adhered to.
- Ensure COSHH, HACCP and HASAW are adhered to.

Other

- Any other duties of a similar level or nature that may be required in support of the day-to-day operation of site services.