

**EGGLESCLIFFE SCHOOL
JOB DESCRIPTION**

POST TITLE: Kitchen Assistant

GRADE: C (SCP 3)

REPORTS TO: Cook

MAIN PURPOSE: Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

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TASKS:

- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
- Washing up
- Operation of dishwasher
- Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
- Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
- Assist with Food deliveries, storage and management of food and stocks as required
- To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
- Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health and Safety requirements at all times
- Demonstrate and promote commitment to Equal opportunities and to the elimination of behaviour and practices that could be discriminatory

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

PERSON SPECIFICATION

POST TITLE : Kitchen Assistant

GRADE: C (SCP 3)

	Essential	Desirable
QUALIFICATIONS/ TRAINING:	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Basic skills/induction • Food hygiene certificate 	
EXPERIENCE:	<ul style="list-style-type: none"> • Experience of working as part of a team 	<ul style="list-style-type: none"> • Experience of catering for school children
SKILLS/ KNOWLEDGE:	<ul style="list-style-type: none"> • An ability to fulfil all spoken aspects of the role with confidence through the medium of English • The operation of catering equipment/machinery • The ability to communicate with children and adults • A knowledge of basic catering practices • Knowledge of COSHH and Health & Safety regulations • The ability to work to deadlines • Be able to use own initiative and work as part of a team 	<ul style="list-style-type: none"> • Knowledge of COSHH and Health and Safety regulations
PERSONAL ATTRIBUTES:	<ul style="list-style-type: none"> • Pleasant and Friendly manner • Reliable • A high level of personal cleanliness and appearance • Flexibility • A commitment to working as part of the whole school team and supporting the vision and aims of the school 	