

**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)

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