

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Kitchen Assistant |
| HBC Grade: | 1 |
| Service: | Enterprise, Community and Resources |
| Division: | School Meals Service |

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| **Main Purpose of the Role** |
| Work as part of a team assisting the Catering Supervisor in providing a quality meal service. |

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| **Key Duties** | |
| **1** | Basic cooking and food preparation activities to cover a full range of food and beverage service. |
| **2** | Serving food including portion control. |
| **3** | General cleaning and washing up duties as necessary within the kitchen and dining area. |
| **4** | Basic administrative duties that may include the collection of cash, record keeping, stock control and day book of food used. |
| **5** | Maintain an acceptable level of hygiene at all times and be aware of and be responsible for all Health & Safety and HACCP regulations in the kitchen area. |
| **6** | Work variable starting and finishing times that may include midmorning break service, breakfast service, inset day catering and any additional food service points. |
| **7** | Promote and maintain good relationships with all customers- Headteacher, pupils, staff and parents. |
| **8** | Promote healthy eating to children and to encourage children to eat a wide range of food. |
| **9** | Encourage, as part of the catering team, meal uptake and explore options for additional income. |
| **10** | Notwithstanding the detail in this job description. In accordance with the Councils flexibility policy, it is a term of your employment that you may be required to work on different duties, or in any other job, within your competence. |
| **11** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |
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The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications** | **Essential** | **Desirable** | **How Identified** |
| General education | Basic Food Hygiene certificate | All essential qualification certificates must be presented at interview. |

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|  | **Experience** | **Knowledge** | **Skills & Abilities** | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** | Basic food preparation and cleaning | Basic cooking and food preparation. | Able to do various kitchen duties. | Application / Interview /Assessment |
|  |  | General cleaning and washing up duties. | Application / Interview /Assessment |
|  |  | Ability to work as part of a team and enjoy communicating with children | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** | Previous experience of working in a catering environment. | NVQ level 1 |  | Application / Interview /Assessment |
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| **Other Requirements** | **Essential** | **Desirable** | **How Identified** |
|  |  | Interview / Assessment / Documentation |
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|  |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.