

St John's Primary School



POST TITLE: Kitchen Assistant

RESPONSIBLE TO: Head Chef

GRADE: N2

RESPONSIBLE FOR: N/A

JOB PURPOSE: To assist with the efficient and effective delivery of a quality, efficient and friendly meals service through the preparation and service of meals in accordance with agreed standards and procedures.

MAIN DUTIES: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To carry out all aspects of kitchen related duties to ensure the preparation and service of a quality meal and the maintenance of all hygiene standards.
- 2 Undertake the preparation and cooking of food and beverages in accordance with agreed procedures and using all equipment necessary.
- 3 Ensure the presentation and service of food is in accordance with agreed procedures, providing a brief description, if requested, of the meals available and to encourage students to try other foods (i.e. balanced diet).
- 4 To assist with the general maintenance and presentation of the service area.
- 5 To wash utensils, crockery, pots and pans, and undertake general cleaning of the kitchen area including equipment and machinery, storerooms and staff room, to the required hygiene standards.
- 6 To clean the dining hall and set up and clear away equipment and materials if necessary.
- 7 The participation in and assistance with functions where catering is required.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 9 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.