

Job Description

DIRECTORATE:	Education, Early Years and Young People
DEPARTMENT:	Catering Services
POST:	General Kitchen Assistant
GRADE OF POST:	GR02
RESPONSIBLE TO:	Cook/Senior Dining Room Assistant

JOB PURPOSE:

To assist in the preparation, presentation and service of school meals ensuring compliance with current Health & Safety and Food Safety & Hygiene legislation and policy.

PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:

- Food preparation and presentation.
- Service of meals to customers.
- To assist in providing a safe, clean environment to pupils and staff.
- Maintain kitchen hygiene and Health & Safety standards in accordance within the quality assurance standards.
- Receipt and storage of supplies and deliveries.
- Undertake such other duties as required by the Cook/Senior Dining Room Assistant.

GENERAL DUTIES

Health and Safety

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

Equal Opportunities

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

Safeguarding

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.



Review and Right to Vary

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

Criminal Records Check

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

Person Specification

General Kitchen Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential (Yes).

Attributes	Requirements	Essential	Method of Evaluation/ Testing
Qualifications, Education & Training	• Previous experience within catering. • Basic Food Hygiene Certificate. • Manual Handling.	Yes	Production of original Qualification Certificates and application form.
Knowledge & Experience	• Committed to providing a quality service. • High standards of customer care.		Interview, application form and selection process.
Skills & Personal Qualities	• Committed to providing a quality service with a high standard of customer care. • Work as part of a team. • Good social and communication skills. • High levels of work attendance and punctuality. • Self-motivated and flexible. • Flexible as working hours may change to suit the needs of the unit.	Yes Yes Yes	Interview, application form, and selection process.