



## JOB DESCRIPTION

**Form  
JD1**

<b>JOB TITLE:</b> General Kitchen Assistant	<b>POST NUMBER:</b>	
<b>REPORTS TO</b> (Job Title):	Chef/Manager, Business Manager or Headteacher	
<b>DEPARTMENT:</b> Clifton Green Primary School	<b>Grade:</b> 3	
<b>JE REF:</b>	<b>Panel DATE:</b>	
<b>1.</b>	<b>MAIN PURPOSE OF JOB</b>	
	To work <b>under the direction of the Chef / Manager</b> to deliver an efficient catering service operating to the highest standards of food safety, by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to pupils and staff, washing up and cleaning the kitchen and dining rooms	
<b>2.</b>	<b>CORE RESPONSIBILITIES, TASKS &amp; DUTIES:</b>	
i.	Carries out basic food preparation tasks, for example, weighing-up food, preparing, fruit and vegetables, removing items from ovens prior to service and the setting up and display of food prior to service. Supporting with Food Technology lessons.	
ii.	Serving meals to customers	
iii.	Tidying up the kitchen and dining room and carrying out cleaning and washing up duties	
iv.	Wiping down all surfaces in storage, preparation and servery areas at the end of service on a daily basis	
v.	Setting up and putting away dining furniture	
vi.	Sweeping and mopping floors	
vii.	Removing waste and rubbish to the designated area	
viii.	Attend training courses as required, including: <ul style="list-style-type: none"><li>● Food Safety</li><li>● Health &amp; Safety</li></ul>	
ix.	Follows all school policies and procedures, in particular: School's Health & Safety Policy, Safeguarding & Child / Young Person Protection Policy, Behaviour Management Policy, Inclusion Policy, Equalities Policy, Confidentiality Policy and Data Protection Policy	
x.	Contributes to the overall ethos, work and aims of the school	
<b>3.</b>	<b>SUPERVISION / MANAGEMENT OF PEOPLE</b>	
	No responsibility for others, other than helping to induct new staff No. reporting – Direct: 0 Indirect: 0	

<p><b>4.</b></p>	<p><b>CREATIVITY &amp; INNOVATION</b></p> <ul style="list-style-type: none"> <li>● Subject to close supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of the chef / manager and the rest of the team</li> <li>● Uses initiative in the preparation of food and observes the requirements of food hygiene legislation</li> <li>● Ability to give routine advice and seek information from pupils and staff</li> <li>● Uses their knowledge and understanding of pupils needs in relation to their dietary requirements</li> <li>● Uses initiative to support with delivering Food Technology</li> </ul>
<p><b>5.</b></p>	<p><b>CONTACTS &amp; RELATIONSHIPS</b></p> <ul style="list-style-type: none"> <li>● Under the guidance of the chef / manager / Headteacher</li> <li>● All staff, pupils, parents, and governors</li> <li>● Contact with LA Officers, suppliers, Special Educational Needs (SEN) agencies, NHS staff</li> <li>● Oral communication with line manager in relation to carrying out duties</li> <li>● Reporting to the cook manager / Headteacher and alerting other members of staff to potential hazards</li> <li>● Promoting the catering service to all customers including parents and pupils by taking part in activities designed to increase meal take-up</li> <li>●</li> </ul>
<p><b>6.</b></p>	<p><b>DECISIONS – discretion and consequences</b></p> <ul style="list-style-type: none"> <li>● Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> <li>Induction Handbook</li> <li>The Food Safety Management System</li> <li>The Operations Manual</li> <li>COSHH Manual</li> <li>Risk Assessment Manual</li> </ul> </li> <li>● Reports poor work practices by others including instances of safe working being at risk and contraventions of food hygiene legislation and good work practices</li> </ul>
<p><b>7.</b></p>	<p><b>RESOURCES</b></p> <ul style="list-style-type: none"> <li>● Assists in maintaining all storage, preparation, serving and dining areas in a clean and hygienic condition</li> <li>● Assist in the recording of temperatures on the temperature log, including equipment, food preparation and service</li> <li>● Assist in the care and maintenance of equipment used in the provision of a lunchtime service in a clean and hygienic condition</li> <li>● Assist in delivery of Food Technology</li> <li>● Reporting defects / potential hazards with equipment to the Chef / Manager, Headteacher or Business Manager</li> </ul>

	<ul style="list-style-type: none"> <li>• The efficient use of services such as gas, electricity and water</li> <li>• Correct and careful use of all cleaning materials used in the provision of the service</li> </ul>
8.	<p><b>WORK ENVIRONMENT –</b></p> <p><b>Work demands</b></p> <ul style="list-style-type: none"> <li>• Works under the direction of the chef / manager. Work may be subject to some change and interruption e.g. menu changes</li> </ul> <p><b>Physical demands</b></p> <ul style="list-style-type: none"> <li>• Periods of standing, lifting of heavy equipment and moving trolleys around school</li> </ul> <p><b>Working conditions</b></p> <ul style="list-style-type: none"> <li>• Hot working conditions</li> </ul> <p><b>Work context</b></p> <ul style="list-style-type: none"> <li>• Using electrical and gas equipment and sharp knives</li> <li>• Handling of heavy items</li> <li>• Contact with steam, hot water and hot surfaces</li> <li>• Handling of food</li> <li>• Contact with cleaning and washing chemicals</li> </ul>
9.	<p><b>KNOWLEDGE &amp; SKILLS</b></p> <ul style="list-style-type: none"> <li>• Basic knowledge and appreciation of the need for a caring approach with children and young people to develop good dietary habits</li> <li>• Knowledge and understanding of the importance of good personal hygiene</li> <li>• Be aware of and implement Health &amp; Safety responsibilities</li> <li>• Demonstrate good interpersonal skills and be able to work as part of a team</li> <li>• Time management</li> </ul>
10.	<p><b>Position of Job in Organisation Structure</b></p> <pre> graph TD     A[Job reports to: Cook / Manager] --- B[THIS JOB]     A --- C[Other jobs at this level: 1]     B --- D[Jobs reporting up to this one: None]   </pre>