

## Job Description

**Post Title:** Kitchen Assistant

**Pay Scale:** Point 7

**Reports to:** Catering Manager

**Job Goal:** To support the catering team to provide food of high nutritious quality in an atmosphere of cleanliness and cheerfulness.

### Purpose of the post:

- Checks with the assistant cook and cook for assignments and/or instructions. Carefully follows all directions. Seeks advice when expectations are unclear. Takes the initiative to perform routine tasks independently.
- Prepares food based upon published menus under the direction of the assistant cook/cook.
- Carefully uses products and supplies to control costs and reduce waste.
- Standardizes, as much as possible, the size of portions served.
- Ensures compliance with all food preparation and health and safety regulations.
- Serves food.
- Ensures the counters are topped up throughout the lunch service.
- Prepares teas and trolleys for meetings and functions.
- Clears tables and cleans the dining hall and kitchen as required.
- Uses the till to record catering sales.
- Refills the catering vending machines.

### Additional Duties

- Carry out other reasonable tasks from time to time as directed by the Catering Manager, Cook or Assistant Cook.
- The post holder will be expected to work within the schools' policies and procedures.
- Performing other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

### General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The postholder will undertake any other duties at the request of the Executive Principal appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the postholder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

*The Education Alliance is committed to safeguarding and promoting the welfare of children and young people. Clearance from the Disclosure and Barring Service is required prior to appointment.*

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_