******ST DUNSTAN’S SCHOOL**

**Job Description – General Kitchen Assistant**

**Accountable to: Catering Supervisor, Trust Catering Manager**

**Salary Grade**: **£7.78 per hour**

**Job Purpose**

The primary purpose of this post is to assist in the kitchen and dining room as required in the preparation of meals, food service, dish and utensil washing, general cleaning and other tasks associated with catering.

**Main Duties and Responsibilites**

* To assist in the preparation of food as directed using modern methods, equipment and food commodities (e.g. freeze dried, frozen and dehydrated products) including the production of simple sauces, biscuits and pre-mixes according to requirements.
* To assist in the kitchen with simple frying, boiling, steaming etc of vegetables and preparation of salads and sandwiches when required.
* To operate kitchen machinery such as mixers, slicers (when trained), dishwashers, steriliser, etc as required.
* To assist with the setting up of the service counter, service of food according to type of service used and clearing of service area. To include, where appropriate, ensuring safe delivery of food to service users at the place of their choice.
* To assist in the kitchen and dining room as required. To include the setting up of dining furniture and preparing the room for dining and the clearing and dismantling of these.
* To wash crockery, cutlery, cooking and serving utensils and kitchen machinery.
* To support the Catering Supervisor in maintaining all food stock levels including stock rotation.
* To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements.
* To assist the Catering Supervisor/Trust Catering Manager in any task associated with catering which is required and to develop, under instruction, skills in this area.

Customer Service/Cashless Catering

* Greets all customers helpfully and courteously
* Gives customers information about products
* To report any customer complaints or compliments to the manager
* Accept payment and give change, including operating a till (where applicable).

May be required to:

* Keep limited records (e.g. counter checks and stock sheets).
* Clean and fill vending machines
* Assist with the preparation and service at special functions.

**Qualifications Knowledge & Experience**

 **Essential**

 A basic level of literacy and numeracy.

 Ability to communicate clearly and work as part of team.

 Some catering experience.

 **Desirable**

 A NVQ Level 1 or equivalent qualification in catering.

 Current Level 2 Food Hygiene Certificate

 Previous experience of providing catering in the following or similar environments e.g. care home, day care centres, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken.

**Physical Effort and Working Environment**

At certain points of the day the postholder will be expected to undertake bending and lifting in the course of their duties e.g. lifting trays of food in and out of the oven and to the service area, moving food stores following deliveries. 30% of the postholder’s time will be exposed to heat and steam during cooking periods.

**General**

* The postholder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.
* Protective clothing must be worn at all times. Protective head gear need only be worn if working in the kitchen and service area.
* The postholder may be required to work in another catering unit, within a reasonable travelling distance if necessary.
* This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

**The post holder will:**

* Comply with the requirements of the Data protection Act and maintain strict confidentiality
* Further develop her/his knowledge, skills and experience whilst in post

**Safeguarding and promoting the welfare of children**

St Dunstan’s School is committed to safeguarding and promoting the welfare of children in the school. We expect all staff at the school, including teaching, support, temporary, casual, supply and volunteers to share this commitment.

All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children’s safety and welfare and a duty to report and refer any concerns.

**This post is subject to enhanced clearance by the Disclosure and Barring Service.**

This job description is current at the date shown, but in consultation may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the salary grade and post title.

**Post Holder** **Line Manager**

Name: Name:

Signature: Signature:

Date: Date: