



## Job Description

The duties listed within this profile are a guide to the level of responsibility of the role only and are not an exhaustive list of the duties undertaken by the post.

Postholders should sign up to the form if the duties listed are equivalent to those they are currently required to undertake on a regular basis. Individual job titles may differ from that given on this profile.

**Job Title:** Kitchen Assistant

**School:** Hayes School

## Key Purpose of Job

Preparing and cooking meals in a School

## Key Duties

### Operational

- Preparation of meals; prepare food in accordance with agreed recipes/methods
- Prepare ingredients for meals under direction
- Decant and/or serve food for transportation to other schools and in own school servery
- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
- Ensure that clean and dirty processes are kept separate
- Operate tills, check float, cash up at end of lunch, keep accurate computer records of payments from staff and pupils as required.
- To serve confectionary and drinks, as and when required.
- To prepare the dining area for service, which may include moving and/or setting up furniture, setting up trolleys and the cleaning and dismantling of these as required after service.
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
- To assist in the preparation, cooking and serving of food and beverages.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- To clean on a daily basis all catering areas to an agreed standard.

## Resources

- Ensure that maintenance of a clean and orderly working environment
- Timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- Undertake basic record keeping as directed
- Refill and replace consumables
- Report faulty equipment and other maintenance requirements to appropriate person
- Comply with school security arrangement i.e. securing entrances/exits as appropriate and reporting potential security breaches
- Ensure lights and other equipment are switched off as appropriate

#### **Organisation**

- Monitor and arrange orderly and secure storage of supplies
- Daily check for quality/safety eg routine visual checks of equipment
- Operation of every day equipment in accordance with instructions

#### **General responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Comply with health and safety policies and procedures at all times
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities