



KINGSMEAD

– Achieving through Caring –

Job Description

Department:	Education
Section:	Kingsmead Academy
Job Title:	General Catering Assistant/Transporter (Secondary School)
Responsible To:	Headteacher
Reports To:	Kitchen Manager and Director of Finance & Operations
Main Purpose of Job:	
To assist generally with the preparation, presentation and service of food within the Unit to the School's standard and client satisfaction. To carry out daily cleaning tasks within the kitchen and dining hall/room as instructed by the Kitchen Manager/Client.	
Main Responsibilities and Duties:	
<ul style="list-style-type: none">• To ensure the School's and Statutory regulations regarding hygiene, HACCP, safety and cleanliness are complied with in all tasks at all times and to a level of performance detailed by the School's Policies and Procedures.• Assist in the preparation of foods, including the selection and weighing-up of ingredients checking/recording temperatures of food.• Assist in the cooking of dishes to approved recipes and preparation of foods for special functions.• Serves customers with food and beverage.• Assist with cleaning, in particular ovens, hobs, deep fat fryers, mixing machines and food slicing machines and washing-up duties.• Monitor commodities and the food store on a daily basis.• Ensure a high standard of personal cleanliness and hygiene to comply with statutory and Company regulations.• To erect/dismantle the dining hall/room facilities as required by the School/Client in accordance with the School/Client's requirements/specifications.• Work as part of a team and to ensure a reasonable attitude towards other members of staff.• To assist in loading service counters as and when directed and to ensure sufficient supplies.• To attend meetings and training courses as may be necessary from time to time (they may sometimes be held out of working hours).• To collect, transport and deliver school meals to dining centre/centres complying with "Manual Handling guidelines".• To attend to any other reasonable instruction by supervisor or management.	
Facts and Figures:	
<ul style="list-style-type: none">• Student numbers approximately 925• Staff numbers approximately 120• School Budget approximately £5m	

SUPPORTING PROCESSES

Problem Solving and Creativity:

- Working in a Kitchen environment means frequent interruptions and variation, particularly at break and lunch time.
- Ability to manage time effectively and deal with conflicting priorities.
- Ability to work flexibly and proactively.

Decision Making:

- The post holder will work with a degree of independence within clear guidelines
- Work is subject to deadlines and as such there is a need to take decisions on work priorities.

Physical Effort and Working Conditions:

Kitchen environment with some use of IT equipment
Constant interruptions throughout the day

Contacts and Relationships:

The post holder will liaise with colleagues and external contacts at all levels.
Staff, Students and Suppliers

Additional Information:

Comply with the requirements of the Data Protection Act and maintain strict confidentiality.
Comply with the requirements of Food Hygiene Standards, Health & Safety Standards, Road Traffic Act, Food Standards Agency and School Food Standards

Knowledge, Skills and Experience:

- Good ICT skills
- Experience of working in a busy kitchen environment
- Well organized, methodical and calm under pressure
- Hard working, conscientious and accurate
- Understands the importance of confidentiality and discretion

The job description outlines the current expectations and duties of the role. It is not a comprehensive or exclusive list and duties may be varied from time to time which does not change the general character of the job or the level of responsibility.

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Headteacher: Date: