

Kitchen Assistant Job Description

JOB PURPOSE

To keep the kitchen clean, tidy, safe and hygienic.

MAIN DUTIES AND RESPONSIBILITIES

To be an active part of the Catering Team, which assist the Chef Manager in providing a Catering Service to the Pupils and staff of Moorcroft.

The service consists of fresh, healthy, nutritious food, prepared to a first class standard, in a clean and hygienic environment, complying with all current food, hygiene, health & safety and school standards and regulations.

Duties & Responsibilities

- To prepare meals and desserts under the direction of the Chef.
- Empty, clean and operate dishwasher.
- Wash used cutlery, crockery, pots and pans by hand in the pot wash area.
- Put away all clean items.
- Empty bins periodically during the day and remove to refuse bin outside.
- Remove boxes, breakdown and remove to recycling bin.
- During lunch, collect any dirty crockery and cutlery from the trolley and remove to dish wash area.
- Have sufficient cutlery clean and ready for use at all times.
- Wash by hand any containers from the service counter.
- Sweep and clean kitchen floor.
- Collect any dirty t-towels and dish cloths and put into washing machine to wash.
- At all times comply with food hygiene and health and safety regulations.
- Assist with basic food preparation (eg vegetables, rolls and salads).
- Carry out any other reasonable request of the Chef Manager and Headteacher.
- Clean ovens and hobs.
- Assisting with occasional catering for other occasions, e.g. Christmas meals, packed lunches, as required by the Chef Manager and Headteacher.
- Occasionally cover in the absence of Chef Manager.

Other duties

Clean large kitchen equipment (as per cleaning schedule) on a weekly or monthly basis

Kitchen Assistant Person Specification

Essential Desirable Qualifications

- Kitchen experience, catering for large groups of people. **(E)**
- Basic Hygiene Certificate (preferred but not essential as training will be provided and must be completed before employment commences). **(D)**
- Knowledge of basic hygiene. **(E)**
- Ability to step up in absence of Chef Manager. **(E)**

Personal Qualities

- Reliable, trustworthy, punctual.
- A team player.
- Shows and in return demands respect, diverse and with a happy disposition.
- Works well under pressure, delivers targets and has pride in their work.
- Works well with and understands the needs of young people.
- High level of personal hygiene

Physical

Ability to meet the physical demands of the role.

Equal Opportunities

An understanding of and a willingness to promote equal opportunities.