

**REDBORNE UPPER SCHOOL AND COMMUNITY COLLEGE**

**JOB DESCRIPTION**

<b>NAME:</b>	
<b>JOB TITLE:</b>	<b>General Kitchen Assistant</b>
<b>HOURS:</b>	<b>16 hours per week / Term Time Only</b>
<b>RESPONSIBLE TO:</b>	<b>Headteacher</b>
<b>LINE MANAGER:</b>	<b>Catering Manager</b>
<b>JOB PURPOSE:</b>	<b>To provide general assistance in the kitchen and restaurant as identified in the job description below</b>

**MAIN DUTIES AND RESPONSIBILITIES:**

1. To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
2. To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
3. To assist in the preparation of cooking and serving of food and beverages.
4. To serve food appropriately, under the direction of the Catering Manager.
5. To wash dishes, cutlery, tumblers jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
6. To clean, on a daily basis, all catering areas to the required standard.
7. To work at all times in accordance with Health and Safety and Food Hygiene Regulations standards.
8. To undergo training, both on and off the job, as required.
9. To inform the Catering Manager of any defects in equipment or of premises not meeting Health and Safety and/or Food Hygiene Regulations standards.
10. To undertake such other related duties as are required to ensure the dining area and the kitchen is in a clean and hygienic condition and that the food service is efficient and effective.
11. To undertake any other duties that may be required for the effective operation of the catering establishment; this may include cash collection.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. To comply with Redborne's commitment to safeguarding and promoting the welfare of children and young people.
2. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
3. To undertake any other duties of a similar level and responsibility as may be required.