



JOB DESCRIPTION	
GENERAL KITCHEN ASSISTANT	
Grade/Range	A1
Responsible To	Catering Manager
Date Reviewed	September 2020

Purpose of the post

Work as part of the college's Catering Team to assist in the provision of a high quality catering service for all members of the college community

Key Responsibilities

Assisting in the preparation of food and drinks.

Providing an efficient and polite service to customers.

Cleaning of the kitchen and all service areas.

Ensuring that Health and Safety and Food Hygiene Regulations are adhered to.

Promoting the objectives of the College via the provision of a quality service at all times.

To work in various areas, covering commensurate duties as required.

Be able to work as part of a team, communicate with others and act on instructions from senior staff.

To wear the appropriate protective clothing as requested.

Attend appropriate training courses/seminars as requested.

Other

Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the relevant Line Manager, Business Manager or the Principal

Demonstrate a commitment to safeguarding and promoting the well-being of all children in line with school policy and national guidelines.

Abide by all college policies and procedures, and contribute to its overall work, values and aims.

Support the college's Catholic ethos.

It should be noted that this job description is subject to occasional changes to incorporate other commensurate duties and responsibilities in response to organisational change/review and to assist flexibility. The duties outlined are not meant as an exhaustive list and will also comprise any other duties within the spirit of the post as specified by the site supervisor.

Person Specification

Successful candidates must:

- Have the ability to work as part of a team under pressure to meet strict deadlines.
- Have the ability to understand and follow instructions and communicate with members of staff and children.
- Have experience of miscellaneous physical duties e.g. bending, lifting and carrying.
- Display a flexible approach to covering other duties when necessary.
- Be prepared to wear the specified uniform.
- Be prepared to follow Health and Safety and Basic Food Hygiene Regulations and demonstrate high levels of personal hygiene.
- Carry out all duties having regard to an employee's responsibility under the College's Health and Safety Policies.
- Have preparation skills of basic ingredients e.g. salad, fruit and veg.
- Have knowledge of kitchen procedures, the Food Safety Act.
- Have experience of using commercial kitchen equipment.
- Have knowledge of cleaning procedures for equipment.
- Have knowledge of Health and Safety procedures.
- Have experience of working within a catering organisation.
- Have experience of working with interruptions which may distract.
- Have experience of working successfully with others.