

The Leicestershire College Job Description

1. Job Details

Job Title: **Kitchen Assistant**
 Competency Level: **Business Support 1**
 Job Number: **96096**
 Reporting To: **Curriculum Manager**
 Department: **Service Industries**
 Annual Salary (FTE): **£9.64 per hour**
 Date: **August 2019**

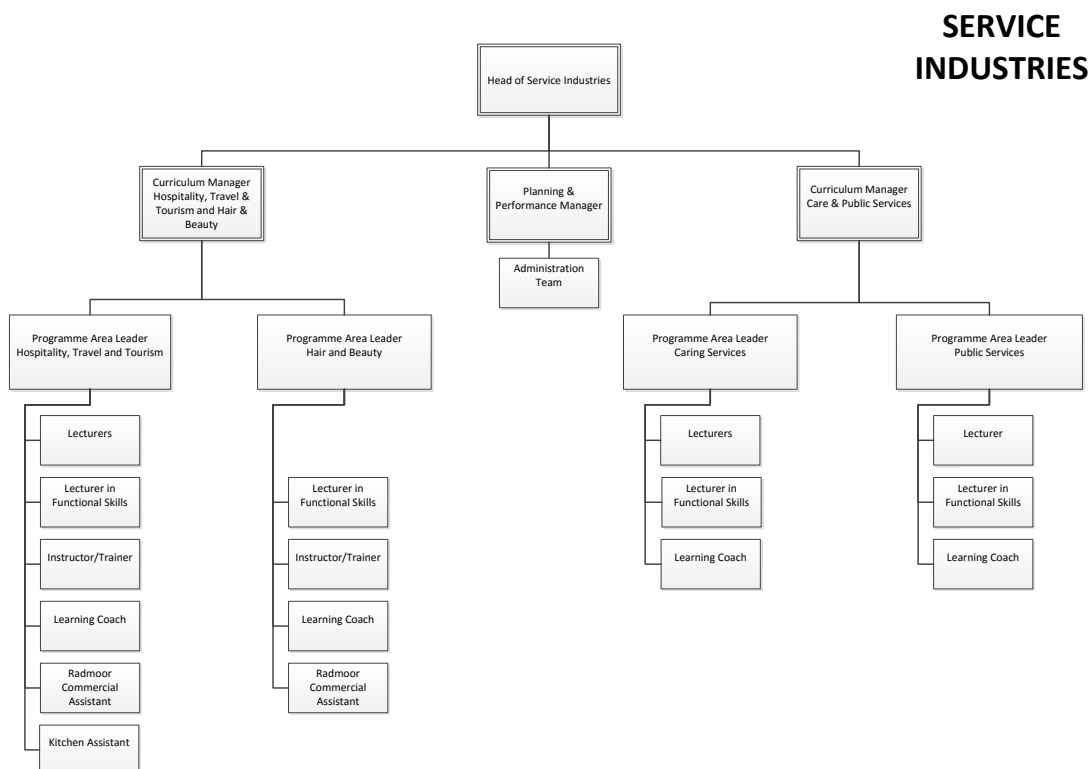
2. Job Purpose

To ensure excellent standards of cleanliness and hygiene within the kitchens.

3. Dimensions

Not Applicable

4. Organisation charts



5. Key Responsibilities

- Operation of the Restaurant dishwasher machine, sink washing of larger equipment and the processing of all restaurant china, glassware, silver and plate.
- Return of all china, glass, cutlery and equipment processed in (1) above to correct storage.
- Maintain all work areas to a very high standard of cleanliness and hygiene at all times.
- To maintain an impeccable personal appearance at all times, ensuring compliance with the uniform code and hygiene systems in place for food safety and health and safety.
- General cleaning of two kitchens as detailed in both Kitchen Cleaning Schedules.
- Assistance with the sale of food items produced by students.
- Maintaining the general good order and cleanliness of the silver and equipment/food storerooms.
- Removal of food/restaurant waste from the wash up area to refuse disposal skips.
- To participate in regular team meetings.
- To keep up to date of current information and instructions including verbal and written information given by team members, Team Leader and Managers.
- To respect professional boundaries and the confidential nature of personal information.
- To have a positive, customer focused and can-do approach to work.
- To ensure a safe working environment in accordance with Health and Safety Regulations and to follow procedures for reporting accidents and incidents as soon as practicable after their occurrence.
- To support, contribute to and take personal responsibility for implementing the College's policy on Diversity and Equality of Opportunity, DDA and Safeguarding.
- Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults that you may be responsible for or come into contact with.
- To work as a member of a team or individually, as required.
- To participate in continuous professional development to ensure a high quality service.
- To contribute to a culture of continuous improvement.
- Any other duties commensurate with the grading of the post.

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.

To promote a positive approach to security and discipline within the College community

6. Key Result Areas

Action	Result
Ability to be flexible with the hours i.e. cope with minor changes	Increased flexibility within department for increased business
Abiding and working to current legislation of kitchen hygiene	Full awareness of Food safety issues
To Comply with all Health and Safety regulation in relation to working practices in a commercial Kitchen, and food safety.	Compliance with Health and Safety regulations
Participate in department activities and meetings	Broader knowledge of department
Participate in staff development opportunities and mandatory training	To ensure all training is maintained to the highest standards
To support colleagues in the Radmoor Centre and wider College and assist where possible in their roles and responsibilities	Excellent working relationships with colleagues and management team across the College

7. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Manager, Programme Area Lead, Curriculum Staff, Administration Staff, Support Services Staff

External: Visitors, Awarding Bodies

8. Scope for Impact

Not Applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Current Food Hygiene Certificate or willingness to work towards qualification	•		Application/ Certificates
2	Good standard of literacy and numeracy. Possess qualifications in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
3	Previous experience of operating restaurant dishwasher machinery for larger equipment		•	Application/ Interview
4	Previous kitchen assistant experience gained in a commercial environment		•	Application/ Interview
5	Proven ability to create and work to high standards within the kitchen environment	•		Application/ Interview
SKILLS & KNOWLEDGE				
6	Organised, calm, good interpersonal skills	•		Interview
7	Work flexibly and to deadlines	•		Interview
8	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
9	Awareness of current legislation in food preparation and service	•		Application/ Interview
BEHAVIOURS				
10	Work effectively with colleagues as part of team	•		Application/ Interview
11	Motivate and relate with students and staff from a range of different cultural backgrounds	•		Interview
12	Comply with professional standards at work	•		Interview
13	Show commitment to the improvement and maintenance of standards	•		Interview
14	Promote the College's equal opportunities policy and practices	•		Interview
15	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. The Leicestershire College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. The Leicestershire College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in **August 2019** and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	