



JOB DESCRIPTION

Post:	KITCHEN ASSISTANT
Reporting to:	Cafeteria Manager
Hours:	Monday to Friday 11:00 AM – 2:30 PM. 17.5 hours per week, term-time.
Hourly Rate:	£6.6527–£7.0266
Desirable Criteria:	A Basic Food Hygiene Certificate and a minimum of 1 years experience in a similar role.

Job Purpose

Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking and the serving of food.

Job Description

- To undertake, individually or as a member of a team, the preparation of dining areas and the serving of meals.
- The preparation of the dining area including the setting out of dining room tables, chairs, benches and serving points, etc.
- The transferring and serving of meals and snacks.
- The washing up of meals containers, cutlery, plates, dishes, etc.
- The clearing away of dining room tables, chairs and benches.
- The general cleaning of the dining and surrounding area including the servery, all work surfaces, kitchen equipment, dining furniture, floors and walls.
- The cleaning of all internal fixed glass surfaces up to a height of eleven feet above floor level where suitable equipment is provided for safe working (i.e. long handled brushes, mops, sponge mops where available).
- The basic preparation of food and beverages including the preparation of vegetables and snacks.
- Simple cooking including the reconstitution of prepared food.
- The transferring and serving of meals.
- General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables, cleaning of the kitchen and dining room surrounds and equipment.

Criteria may be enhanced to facilitate short-listing.

