



<b>Post:</b>	<b>KITCHEN ASSISTANT</b>
<b>Reporting to:</b>	Cafeteria Manager/Support Services Manager
<b>Hours:</b>	Monday – Friday, 20 hours per week
<b>Salary:</b>	JNC 2: £10.89 per hour

## JOB PURPOSE:

To actively participate in the daily operation of the Cafeteria, under the direction of the Cafeteria Manager, the preparation, cooking and the serving of food.

## Duties & Responsibilities

- 1) The basic preparation of food and beverages including the preparation of vegetables and snacks.
- 2) Simple cooking including the reconstitution of prepared food
- 3) Organising and controlling food service points and operation of the College Infiener card system.
- 4) The transferring and serving of meals and snacks, including transportation of food to classrooms/offices when required.
- 5) The preparation of the dining area including the setting out of dining room tables, chairs, benches and serving points etc.
- 6) To undertake, individually or as a member of a team, the preparation of and serving of meals.
- 7) The washing up of meals containers, cutlery, plates, dishes etc.
- 8) The clearing away of dining room tables, chairs, and benches.
- 9) The general cleaning of the dining and surrounding area including the servery, all work surfaces, kitchen equipment, dining furniture, floors, and walls.
- 10) The cleaning of all internal fixed glass surfaces up to a height of 11 feet above floor level where suitable equipment is provided for safe working (i.e. long handled brushes, mops, sponge mops where available).
- 11) 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.
- 12) Ensure kitchen equipment is switched off when not in use and comply with health and safety and hygiene requirements.
- 13) Take part in job related training provided by the College and update Level 2 hygiene certificate when required.
- 14) Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## Personnel Specification



# Post: Kitchen Assistant

## Essential Criteria:

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### Qualifications

A minimum of the Level 2 Food Hygiene Certificate (or equivalent or higher).

## Desirable Criteria

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### Experience

Experience of working in a school meals kitchen or similar catering establishment, where food is prepared, cooked, and served.

### Knowledge

Knowledge of health and safety and hygiene procedures in a catering environment.

Knowledge of food nutrition, and providing food to meet special dietary requirements.

### Skills and Abilities

Effective communication and interpersonal skills, including the ability to communicate and take instruction.

Ability to use own initiative and to work under pressure to meet deadlines.

Ability to work individually and as part of a team.

Flexible approach to work, and willing to carry out instruction.

### Training

Willing to undertake job related training.