

POST:	General Kitchen Assistant
GRADE:	Band 3
RESPONSIBLE TO:	Catering Manager
JOB PURPOSE:	The core focus of this job is to assist the Cooks in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	Works within the school kitchen and dining room. An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
MAIN RESPONSIBILITIES	
Operational Issues	<ol style="list-style-type: none"> Carry out basic food preparation tasks, for example, weighing-up food, preparing fruit and vegetables, making sauces and removing items from ovens. Refill and replace sauces, condiments and other consumables Putting out dining tables and chairs before service and cleaning them before putting away into storage after service Serving food and beverages to pupils and staff Tidying up the kitchen and dining room and carrying out cleaning and washing up duties Sweeping and mopping floors Removing waste and rubbish to the designated area
Communications	<ol style="list-style-type: none"> Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits Listen actively and respond to the concerns of children and young people Oral communication with the Cook and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.
Resource management	<p>Assist the Cook and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Cook etc.</p> <p>Use services such as gas, electricity and water efficiently.</p>
Skills Development	Attend training courses as required including Food Hygiene and Health & Safety
Safeguarding	Be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.
Systems and Information	<p>Carry out all work in accordance with the policies and procedures included in:</p> <ul style="list-style-type: none"> The Food Safety Management System The COSHH Manual The Risk Assessment Manual Other relevant NYCC policies and procedures