

## St Michael's CE Primary School

### KITCHEN ASSISTANT

St Michael's CE Primary School

Grade 2 £8.36 per hour

Part-time

### Job Description

#### Job Purpose & Objectives

To provide support in the preparation, cooking and serving of lunches plus related catering duties.

#### Accountable to

Kitchen Manager

#### Main Duties & Responsibilities

##### Details

- ✓ to assist with the smooth running of the school kitchen
- ✓ to maintain standards of cleanliness, safety and hygiene of the kitchen and equipment and to work within the guidelines of the Health and Safety and Hygiene regulations
- ✓ to assist in the preparation, cooking and serving of lunches as directed the Kitchen Manager
- ✓ to prepare the dining area to include moving and setting up tables and chairs and setting trolleys
- ✓ to prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment
- ✓ to load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining area
- ✓ to clean on a daily basis all catering areas to standards laid down by the school as directed
- ✓ to assist in cleaning up the dining areas, kitchens and catering equipment after lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required
- ✓ to sweep and as necessary wash the hall floor after every daily service once the floor is cleared of tables
- ✓ to be aware and adhere to applicable rules, regulations legislation, policies and procedures
- ✓ to maintain confidentiality of information acquired in the course of undertaking duties for the School
- ✓ to be responsible for own continued self-development, undertaking training as appropriate
- ✓ to undertake other duties appropriate to the grading of the post as required

#### Supervisory/managerial Responsibilities

##### Details

- ✓ not applicable

#### Communication/Contacts

##### Details

- ✓ to maintain verbal communication with the Kitchen Manager and colleagues
- ✓ communicate at an age appropriate level with pupils of the School

#### Additional Information

##### Details

Any tasks as directed by Kitchen Manager to support in the preparation and serving of food and maintenance of hygienic conditions and any other tasks as directed by the Head Teacher which fall within the preview of this post. This job description may be amended from time to time in consultation with the post holder.

#### General Information for all Posts

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Head Teacher. NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head Teacher (in consultation with the post holder) to reflect the changing work composition of the school.