



## Queens Park Academy

### Job Description

**Post:** General Kitchen Assistant

**Responsible To:** Catering Manager

**Job Purpose:**

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

**Main duties:**

- To prepare the dining area, which may include moving, and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment in the dining area for the efficient and effective service of the meal.
- To assist in the preparation of cooking and serving of food and beverages
- To serve food appropriately, under the direction of the Catering Manager
- To wash dishes cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining hall.
- To clean, on a daily basis, all catering areas to the required standard.
- To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- To undergo training, both on and off the job, as required.
- To inform the Catering Manager of any defects in equipment or of premises not meeting Health & Safety and/or Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
- To undertake any other duties that may be required for the effective operation of the catering establishment.