

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>General Kitchen Assistant</b>
<b>GRADE:</b>	<b>Skill Zone 1, Pay Band 2</b>
<b>DEPARTMENT:</b>	<b>Department of Education, Sport &amp; Culture</b>
<b>LOCATION:</b>	<b>Castle Rushen High School</b>
<b>RESPONSIBLE TO:</b>	<b>Catering Manager</b>
<b>REPORTS TO:</b>	<b>Cook Supervisor</b>
<b>LINE MANAGER FOR:</b>	<b>N/A</b>
<b>WORKING HOURS</b>	<b>27.5 hours per week, term time only</b>
<b>SALARY:</b>	<b>£24,838 to £27,075 full time equivalent salary, paid pro rata for the hours worked</b>

### **JOB PURPOSE**

Under the direction of the Catering Manager/ Cook Supervisor, the post holder is required to assist in the provision of an extensive catering service. This includes food preparation, customer service, cash point duties, kitchen and dining room cleaning tasks.

### **MAIN ACTIVITIES**

#### **Main Activities**

1. **Food Preparation & Service**

The General Kitchen Assistant is responsible for:-

- Food preparation, including simple cooking and service of snacks and main meals
- Assisting with the service of meals as directed, encouraging pupils in a friendly and positive manner to try all foods
- Customer service tasks, including setting up service counters, taking customer food orders, operating cash tills or swipe card readers, table clearing and cleaning

2. **Cleaning & Washing Up**

The General Kitchen Assistant is responsible for:-

- Cleaning of all large and small cooking equipment e.g. fryers, all catering controlled areas, carrying out thorough cleaning on a regular basis and deep cleaning on periodic cleaning days
- Washing up kitchen utensils etc., food service equipment and all crockery etc. from the dining room either by hand or machine e.g. coffee machines, hot vending machines, changing and cleaning of post mixes
- Kitchen and dining room cleaning and clearing to include furniture moving, floor cleaning, e.g. using floor scrubbing machine, sweeping, spot mopping. Ensuring that the dining room is cleared within the required timescale so as not to compromise the educational needs of pupils, especially where the dining room is used for educational purposes

**3. Health and Safety**

The General Kitchen Assistant is responsible for:-

- Always wearing the uniform provided, including safety shoes, whilst on duty to ensure that a smart and clean appearance is maintained
- Reporting any defects to equipment or fabric to a more senior colleague
- Maintaining food handling and personal hygiene standards to ensure compliance with food hygiene regulations
- Ensuring all duties and tasks are carried out in accordance with the procedures, risk assessments, and standards of cleanliness and health and safety as indicated within the policies of Catering Services.
- Maintaining safety and cleanliness so as not to endanger the safety of others or self

**4. General**

- Maintaining good working relationships with colleagues
- Maintaining confidentiality and respecting service users' choice, having an awareness of learning disabilities and/or challenging behaviour
- Contributing to enhancing the Catering Service.
- Undertaking relevant training to enhance skills as appropriate e.g. Health and Safety training,
- Attending meetings and training sessions as arranged
- Assisting with stock control for example, noting on board ingredients required, sticking on bar code labels, stock rotation
- Putting food stocks away including checking for damage and dates as required

**5. Other Factors**

- To work constructively and flexibly as a team member by undertaking other tasks appropriate to the grade and role.
- Additional hours, from time to time may be available for outside catering, with prior notice and by agreement.

**SAFEGUARDING**

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers working in its schools to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings in-set days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Protecting Children Board Child Protection procedures and the school's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the designated Child Protection Officer.

**Job Description Agreed by:-**

**Full Name (General Kitchen Asst)**.....(please print)

**Signed** ..... General Kitchen Assistant

**Name (Line Manager)** ..... (please print)

**Signed** ..... Line Manager

**Date** ..... **Place of Work** .....

## Person Specification for General Kitchen Assistant Cook – School Catering Service

Specification	Essential or Desirable	Method of Assessment
<b>Experience</b>		
Catering - food handling and preparation	D	CV/Interview
Customer Service	E	CV/Interview
Cleaning	E	CV/Interview
<b>Qualifications</b>		
Catering Qualification	D	CV/Interview
First Aid	D	CV/Interview
<b>Training</b>		
Willingness to undertake appropriate training	E	CV/Interview
Food Hygiene	D	CV/Interview
<b>Skills</b>		
Cleaning in a catering environment	D	CV/Interview
Organised, efficient, methodical	E	CV
Able to communicate with staff and students within school	E	CV/Interview
Ability to use cleaning materials appropriately	E	CV/Interview
Ability to learn and use computerised till	E	CV/Interview
Ability to work within a timescale	E	CV/Interview
Able to clean to a high standard	E	CV/Interview
<b>Special Knowledge</b>		
Appropriate use of catering equipment	D	Interview
Appropriate use of cleaning materials	E	Interview
Awareness of Health and Safety in school	D	Interview
Comply with Health and Safety policy and regulations	E	Interview
<b>Disposition / Attitude / Circumstances</b>		
Able to work within a team	E	CV/Interview
Able to listen to/follow guidance and instructions	E	CV/Interview
Positive approach to challenges	E	CV/Interview
Able to use own initiative	E	Interview
Support the school's positive ethos	E	Interview
Take a pride in their work	E	Interview
Satisfactory police check	E	Pre-employment checks
Isle of Man worker	D	Application
<b>Physical</b>		
Physically able to carry out the requirements of the role	E	Interview/Pre-employment checks
Excellent timekeeping	E	Interview