

## Job Description

**Post Title:** Kitchen Assistant  
**Post Grade:** APT & C Scale 1c Point 3  
**Hours:** as per contract

### Objectives of Post

- To prepare food and deliver a catering service to a busy school kitchen.
- To be responsible for a high level of food hygiene, including personal, food preparation, equipment and surfaces and work area.
- Offer a high level of customer service.

### Supervision Received

- Catering Manager
- Facilities Manager

### Responsibilities for Assets

- To be responsible for cleanliness of all equipment and kitchen environment.
- To monitor hand tools and equipment used within the department for defects.
- Safe use of equipment.

### Contacts

- Catering Manager
- Suppliers
- Staff
- Pupils
- Visitors

### Range of Duties

- Good hygiene and safety practices within the department.  
(This includes thorough cleaning of the kitchens and associated areas, washing-up and use of dishwasher, kitchen equipment, utensils, storage areas, shelving, etc.)
- Kitchen safety
- Admin- including making and printing labels, stock take and spreadsheets.
- Food Ordering and handling
- General cleaning, manual handling, storage & movement
- Cooking, food preparation and presentation
- Use of catering appliances, equipment and utensils
- Till operator
- Serving customers, including portion control
- Customer service
- Participate in a range of duties relating to the catering service, as part of a duties rota.