



St Mary's CE Academy, Stotfold

JOB DESCRIPTION

POST: General Kitchen Assistant

RESPONSIBLE TO: Kitchen Manager

JOB PURPOSE:

To provide support in the preparation and serving of food and beverages plus related catering duties including some supervision of the children school lunchtime period.

MAIN DUTIES AND RESPONSIBILITIES:

- 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 centre for the efficient and effective service of the meal.
- To assist in the preparation of and serving of food and beverages.
- To serve food appropriately, under the direction of the Kitchen Manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- 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 Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and the 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; this may include cash collection and banking.