

## Central Bedfordshire Council

### Job Description

**Job Title:** General Kitchen Assistant

**Responsible To:** Kitchen Manager

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

#### **Main duties and responsibilities:**

1. To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
2. To prepare the service area, hot cupboards, and other equipment in the dining centre for the efficient and effective service of the meal.
3. To assist in the preparation of cooking and serving of food and beverages.
4. To serve food appropriately, under the direction of the Kitchen Manager.
5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables, and all other catering equipment in the dining centre.
6. To clean, on a daily basis, all catering areas to the required standard.
7. To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
8. To undergo training, both on and off the job, as required.
9. To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
10. 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.
11. To undertake any other duties that may be required for the effective operation of the catering establishment.