

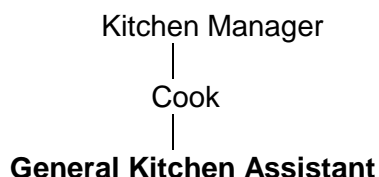
## JOB DESCRIPTION

**TITLE:** General Kitchen Assistant  
**SCHOOL:** Downside Primary School  
**RESPONSIBLE TO:** Kitchen Manager  
**GRADE:** L1A

### PURPOSE OF POST:

To assist in the kitchen and dining room as required in the provision of catering services to the school.

### ORGANISATION CHART:



### PRINCIPAL RESPONSIBILITIES:

%

1. Carry out simple preparation of foods, including vegetables, salads, sandwiches, sauces, premixes, frozen and dehydrated products and assist the Cook or Kitchen Manager in cooking foods by frying, boiling, steaming etc. , using all large and small kitchen equipment provided.
2. Assist with the setting up of the service counter, serve food according to the type of service used, and clean area afterwards.
3. Set up dining room furniture and prepare the room for dining, clearing and dismantling same and leave in a clean condition.
4. Wash crockery, cutlery, cooking and serving utensils and kitchen equipment, clean floors, walls and surfaces in the kitchen and dining room, using materials and methods prescribed by LBC Catering Services. Perform in depth cleaning tasks on cleaning days.
5. Perform cleaning tasks as directed by the Kitchen Manager in kitchen store areas, internal and external waste bin and ground level drain areas.
6. Provide assistance with special function catering and any other catering services undertaken by the kitchen.

## **DIMENSIONS:**

**Supervisory Management:** N/A

**Financial Resources:** N/A

**Physical Resources:** N/A

**Other:** The General Kitchen Assistant should be prepared to take an active role in the provision of other catering services such as breakfast, mid morning snacks, staff room trolley service, milk/drinks sales and vending services, as required by the individual school.

## **CONTEXT:**

Downside Primary School provides school dinner for up to 700 children on a daily basis.

### **Physical Effort and/or Strain**

The general kitchen assistant post will require a degree of physical effort at frequent intervals during the working day. Lifting eg. Cases of food stock, industrial size cooking containers, approx.15% of working time. Bending eg removing containers from ovens, hotcupboards, leaning over service counters, approx. 15% of working time. Moving furniture in the dining room/s, approximately 15% of working time.

### **Working Environment**

At periods of cooking and serving food the kitchen environment is likely to have higher than normal temperatures, especially in hot weather, generally 30% of working time.

**Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

*'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*

*'CVs will not be accepted for any posts based in schools.*

**Person Specification**  
**General Kitchen Assistant**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

**Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.**

<b>Attributes</b>	<b>Essential</b>	<b>How Measured</b>	<b>Desirable</b>	<b>How Measured</b>
<b>Experience</b>			Some experience in large scale catering or similar  Some experience in customer care  Experience of working in a school environment	1, 2  1, 2
<b>Skills/Abilities</b>	Able to understand and follow instructions  Ability to work effectively as a member of a team  Demonstrable knowledge of high standards of kitchen cleanliness	1, 2  1, 2  1, 2	Ability to perform simple clerical duties  Able to communicate with children	1, 2  1, 2
<b>Competencies</b>	Able to form appropriate relationships with young people	1,2		
<b>Equality Issues</b>	Able to identify some types of discrimination that commonly exist	1, 2		
<b>Specialist Knowledge</b>			Some knowledge of Health and Safety procedures in a catering environment  Some knowledge of food preparation and cooking skills	1, 2  1, 2
<b>Education and Training</b>			Basic Food Hygiene Certificate or equivalent	1, 2, 4
<b>Other Requirements</b>	Able to adjust working hours to meet service demands, average once monthly  Able to perform physical tasks on a frequent basis, eg. Lifting catering equipment, up to 20 kilos	1, 2  1, 2  1,2	Demonstrate an interest in developing cooking skills	1, 2

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998).

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