

Walmley Infant School  
Walmley Ash Road  
Sutton Coldfield  
B76 1JB  
Telephone: 0121 351 1355  
Website: [www.walmleyinfantschool.co.uk](http://www.walmleyinfantschool.co.uk)  
Email: [enquiry@walmleyinfant.org](mailto:enquiry@walmleyinfant.org)  
Head Teacher: Mrs H Murphy



## Kitchen General Assistant Job Description.

### Job Purpose

To always deliver the highest standards of food quality and service within the framework and guidance set out by the Catering Manager and our Consultant Management Company.

### Responsibilities:

- Prepare the dining area, including moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- Prepare the service area, hot cupboards and other equipment in the kitchen area for the efficient and effective service of the meals.
- Prepare and serve the dishes to standard recipes and agreed standards to ensure consistency.
- Clean all catering areas and equipment daily to standards set out by the school.
- Carry out record keeping as necessary to ensure compliance with food safety and HACCP regulations and inform the Catering Manager of any defects, hazards or food hygiene concerns relating to equipment, facilities or premises.
- Carry out related duties to ensure the dining area and kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- Undertake any other duties that may be required for the effective operation of the school.
- Report any safeguarding concerns using our school reporting system.
- Maintain confidentiality and data protection in line with school's policy.
- Work in compliance with the code of conduct and policies of Walmley Infant School having regard to safeguarding, equal opportunities and inclusion including allergy and dietary requirements.
- Support continuous improvement in both personal performance and the work of the team.
- Adhere to safe working practices in premises/work area for which you are responsible. These are defined in Walmley Infant School's Health and Safety Policy and codes of practice.



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- Ensure that the quality of work is of a high standard and complies with current legislation/standards.
- To establish effective working relationships and set a good example through your presentation and personal professional conduct.
- Take responsibility for personal professional development, including taking part in and completing relevant training as requested by school, including but not limited to safeguarding, prevent and food hygiene.

