



Whitehill Primary School

KITCHEN ASSISTANT JOB DESCRIPTION

Accountable to:

The Head Cook and in her absence the Assistant Cook

Summary of Role:

Assist in the preparation and provision of meals; liaise with Cook for the day to day running of the kitchen ensuring compliance with relevant Health & Safety and Food Hygiene requirements at all times. Our kitchen produces high quality meals for 400 children per day which are served in a two hour lunch period. As such this is an essential and extremely high-paced role, with considerable time-pressure requiring personal efficiency and teamwork.

Main Purpose:

- Assist with preparing meals following pre-set menus in accordance with Health & Safety Regulations to ensure meals are nutritious, appetising and meet dietary needs;
- Serving meals, ensuring dietary requirements are observed;
- Undertake cleaning of the kitchen and surrounding areas and also of equipment to ensure the kitchen cleanliness is maintained at a high level;
- Attend training courses as required and assist in the training of other catering staff as directed;
- Comply with Health & Safety, Fire Regulations and other relevant School and Trust policies;

Professional Skills and Knowledge Required:

- NVQ Level 2 Cooking and Food Preparation or equivalent (or acquire within 2 months of appointment);
- Previous experience of working in a busy kitchen preferred but not essential;

Experience – to be able to show evidence of:

- Ability to work to tight deadlines;
- Good planning and organisational skills;
- Ability to organise your own workload and that of others;
- Ability to prioritise work and deliver on time;
- Contribute to day-to-day smooth running of the kitchen;

Communication

- Ability to follow instructions
- Discuss issues in a constructive manner
- Open and clear communication with team mates to ensure operational efficiency

Health and Safety

- Understand and be able to apply Health and Safety procedures relevant to the job such as:
 - Manual handling,
 - Safe use of machinery and/or equipment,
 - First Aid and Hygiene Practice

August 2023