



# Laleham Gap School Job Description

**Job Description:** Kitchen Assistant

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**School:** Laleham Gap  
**Grade:** Kent Range 3  
**Responsible to:** Catering Manager

## **Purpose of the Job:**

To assist in the preparation, cooking and serving of food and beverages, as directed.

## **Key duties and responsibilities:**

1. Assist in the preparation, cooking and serving of food and beverages.
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
3. Operate kitchen equipment, following training.
4. Undertake cleaning and washing up as directed in the kitchen and dining areas.
5. Undertake deep cleaning duties as directed.
6. Refill and replace sauces, condiments and other consumables.

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. For Laleham Gap & KCC purposes this post has been rated as DMA Level 1



# Laleham Gap School Person Specification

## Person Specification: Kitchen Assistant

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The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	<b>CRITERIA</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications.</li><li>• Food hygiene certificate an advantage.</li></ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"><li>• Some relevant experience working with food and / or in a kitchen environment.</li></ul>
<b>SKILLS AND ABILITIES</b>	<ul style="list-style-type: none"><li>• Ability to use of kitchen equipment, knives for food preparation.</li><li>• Ability to be able to exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.</li><li>• Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others.</li></ul>
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"><li>• Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.</li></ul>