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|  | **Kitchen Assistant Term Time Only** |
| **Grade:** | **Kent Range 4 pro rata 10 hours per week 38 weeks per year** |
| **Responsible to:** | **School Cook/SBM** |

**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. Serve all food using the correct implements
3. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
4. Operate all kitchen machinery and tools in accordance to instructions and with due regard to safety regulations.
5. Lay out service counters.
6. Assist with moving and setting up of dining furniture.
7. Undertake cleaning and washing up as directed in the kitchen and dining areas.
8. In the absence of the cook in charge be prepared to cover additional duties as directed.
9. Undertake training to level 2 food hygiene certificate and undertake all training required as directed by the School Cook
10. Maintain highest levels of personal and kitchen hygiene.
11. Report any present/prospective problems or hazards to the School Cook as soon as noticed

The job description to be reviewed at least annually to satisfy the requirements of the existing salary scheme.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher and following consultation with you.

The job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above.

The postholder should sign 2 copies of the job description, retaining one and the Head retaining the other.

Date Issued:

Signed:

Date:

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