



**Job Title: Kitchen Assistant**  
**Reports to: Cook/Assistant Cook**  
**Grade: KSA**

## **Job Description**

### **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. Refill and replace sauces and other consumables.
6. Assist with moving and setting up dining furniture.

### **Person Specification**

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> <li>• Experience of working within a team.</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 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>