

**BOWER GROVE SCHOOL**

**Job Description**

**Kitchen Assistant**

**Summary of Job:**

To assist in the hygienic preparation, delivery and/or serving of meals and ensuring the kitchen and equipment is cleaned to a high standard.

**Outline of Main Duties**

* Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
* Assist with the preparation, delivery and/or serving of food to enable the Cook to prepare and serve meals on time.
* Assist in the cook’s absence ensuring meals are served on time
* Assist with the receipt and storage of groceries to enable the Cook to maintain adequate stock control.
* Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).
* Attend training courses as required.
* Comply with Health & Safety, Fire Regulations and other County policies.
* The post holder will be expected to have a flexible approach to their work within the catering department.
* Any other duties as directed by the cook.

**Technical Skills and Qualification**

1. Use of a range of basic kitchen and cleaning equipment.
2. Follows work routines/instructions
3. May require a driving licence

Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc.

**Operational Knowledge**

* Knowledge of own task/job
* Knowledge of all procedures in own task/job
* Knowledge of any/all common practices associated with own job

**Planning and Organising**

* Knows, understands and is able to apply the work routines in the job
* Able to work within set routines
* Knows where to find work instructions
* Able to complete basic forms required for the job
* Able to recognise problems and report to supervisor

**Working with People**

* Understands the requirement for working with others and in teams
* Able to form effective working relationships needed for the job
* Able to deal with others courteously and in an acceptable manner

**Communication**

* Able to communicate factual information politely and courteously
* Has everyday spoken skills e.g. telephone and face-to-face conversations
* Has basic written and numeric skills appropriate to the job
* Able to listen, observe and report information to supervisor
* Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness
* Understands and applies confidentiality relevant to the client group, job and workplace.

**Health and Safety**

* Understands and able to apply Health and Safety procedures relevant to the job such as:
* Manual handling;
* Safe use of machinery and/or equipment;
* COSHH ;
* First Aid and Hygiene Practice;
* Able to recognise and to deal with emergency situations

**Equality**

* Understands equal opportunities
* Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager