

Devon County Council Job Description

Position Title	Kitchen Assistant - Schools		
Location	Honiton Primary School		
Reporting to	Kitchen Manager		
Position Number(s)	315044		
Grade	A		
Effective date of JD	9/1/19	JE Job Number	G.0963

Job Purpose including main duties and responsibilities:

The main purpose of the job is to:

Prepare the dining hall and kitchen for lunch service, serve meals, wash up, clean the kitchen, and ensure that Health and Safety and Food Hygiene standards are met at all times.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main duties and responsibilities:

- Prepare the dining hall for lunch service
- Assist the kitchen manager in preparing for lunch service.
- Assist with the laying up of tables and serving counters
- Assist with the clearing, cleaning and tidying of tables and serving counters
- Assist with the serving of meals to children and staff
- Clean and tidy the kitchen after meal service ensuring that the kitchen equipment, trays, pans etc are left clean, tidy and hygienic
- Undertake steam clean of ovens and racks and clean other kitchen equipment as directed by the kitchen manager
- Dispose of rubbish and recycling as directed by the kitchen manager
- Assist with basic food preparation when required - - this may include preparing ingredients such as vegetables, salads, sandwiches, desserts and other food items.
- Follow recipes and instructions to ensure meals are prepared to the required standard.
- Undertake any training as required
- Flexibility to work additional hours to cover absences etc.
- All other tasks commensurate with the grade as directed by the kitchen manager

Safeguarding

The post-holder is responsible for promoting and safeguarding the welfare of children and young persons for whom the post-holder is responsible, or with whom he/she comes into contact, and to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school's Safeguarding Designated Teacher or the Head Teachers, in accordance with our policy.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	◦	◦ Experience of working in a busy catering or cleaning environment. Experience of working with children.	◦ Application/ Interview
Communication	◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English.	◦	◦ Application/ Interview
Personal Qualities	◦ Able to work as part of a team and to deadlines.	◦	◦ Application/ Interview
Education and Training	◦	◦ Food Hygiene Level 2, COSHH, or willingness to undertake training	◦ Application/ Interview
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦ Application/ Interview

This 'regulated activity' post is subject to a satisfactory enhanced DBS disclosure.

Health & Safety:

The purpose of this section of the JD is for the manager to identify the main H&S risks associated with the job with a view to making the job-holder aware of them. This list is not exhaustive and does not replace the Risk Assessment document.

The “Action to be taken” section should be completed and reviewed on an individual basis with job-holders.

Potential Hazards	Applicable to this job? (✓)	Action to be taken
Display Screen Equipment		
Electricity – fixed / portable		
Manual handling	Yes	
Verbal / physical abuse		
Work equipment	Yes	
Fire	Yes	
Environmental	Yes	
Isolation / lone-working		
Slips, trips & falls	Yes	
Chemical	Yes	
Working with Vulnerable persons		
Premises related	Yes	
Transport risks		
Working at heights		
Other	Yes	

This is the GLPC part of the Job Description and the manager needs to complete this giving careful consideration to the duties of the job

1. **Supervision and Management:**
There is no requirement for the job holder to supervise staff
2. **Creativity and Innovation:**
To be ready to vary routine of day in order to meet with unexpected occurrences such as menu change, breakdown of equipment or to cover duties of absent kitchen colleagues
3. **Links with other officers, Service users or Members of the Public:**
To work as kitchen team member supporting as required.

Contact with customers on issues over menu and food service delivery

Contact with goods delivery staff
4. **Levels of Responsibility:**
To report to kitchen manager any observations of equipment maintenance needs and stock issues
5. **Effects of Decisions:**
Kitchen works efficiently, meals are served on time.
6. **Resources:**
To ensure that all kitchen equipment is used in a proper and safe manner.
Report any faults in equipment to manager
7. **Work Demands:**
Job is to prepare for meal service at designated time. Needs to manage work load and interruptions in order to achieve this
8. **Physical Demands:**
Job will require the holder to lift, carry heavy food containers bags of stock, dishwasher trays etc.

Will need undertake daily cleaning operations of utensils and work surfaces
9. **Working Conditions:**
Kitchen environment becomes hot and humid during the food preparation and serving process. Kitchen can become quite noisy when mechanic mixers, potato peelers etc are in use, coupled with noise from metal cooking containers being moved from oven to work surface etc

10. **Work Context:**

Will work in an environment where there are very hot surface, liquids and oils. Use of mechanical cutting machines and sharp knives. Need to lift and carry hot cooking pans from oven to work surface, serving counter.

Work in the kitchen is subject to much hustle and bustle

Deal with customer queries

11. **Knowledge and Skills:**

Need to have knowledge of safe food handling

Basic Food Hygiene Certificate

Understanding of health and safety

Ability to follow menus and cooking instructions

Signatures:

Job Description agreed by:

Head Teacher **Date**

Post Holder **Date**