

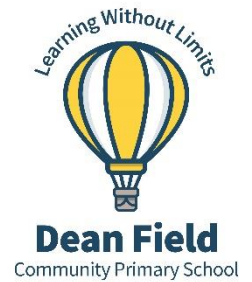
Dean Field Community Primary School

Job Description

Post Title General Kitchen Assistant

Grade Scale 1b, point 2

Hours 11.25 hours per week



Prime Objectives of the Post

To contribute to the delivery of a very high quality and nutritious catering service as determined by the School and the Trust Catering Manager.

Responsible to: School Business Manager and Headteacher

Main Duties and Responsibilities:

1. Set up and clear dining area and service area.
2. Turn ovens and bain-marie on to heat up.
3. Unpack hot and cold food delivered and transfer to heated ovens and bain-marie
4. Present all food at the service counter.
5. Serve meals.
6. During service of food interact with children and staff positively to promote food choices.
7. Washing up.
8. Clean the kitchen and dining premises, furniture and equipment as required ensuring standards of hygiene are maintained, e.g. bain-marie, heating ovens, walls and floors etc.
9. Ensure that you are able to use all the equipment and machinery after instruction.
10. Report to the person in charge any problems that arise from children or staff.
11. To record cleaning and food temperature sheets as required.
12. To wear the appropriate clothing provided, making sure it is laundered and is not to be worn to and from the School.
13. To wear appropriate footwear, non-slip soles and fully covered tops.
14. To treat surroundings with respect.

15. To ensure compliance with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
16. To observe Food Hygiene Regulations in order to prevent contamination of food and to ensure food is safe to eat.
17. Responsible for handling light and heavy equipment and furniture reasonably so as to preserve its life.
18. To ensure that all accidents and incidents are reported, including notifiable diseases.

General

1. Attend meetings as required by the line manager.
2. To work within the team and share good practice.
3. To take part in any CPD activities appropriate to the role.
4. Support the development and implementation of initiatives and policies eg data protection, child protection, health and safety.
5. The postholder will be required to undertake any other professional duties as required by their line manager.

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

I have read and understand my role and responsibilities in relation to the duties set out above.

Signed:.....

Print Name:.....

Date:.....