



# ST ANDREW'S CE (VA) INFANT & JUNIOR SCHOOLS



## JOB DESCRIPTION

**POST TITLE:** General Kitchen Assistant  
**GRADE:** Scale 1b SCP 2  
**RESPONSIBLE TO:** Cook in Charge, Office Manager, Deputy Executive Head  
**HOURS:** Hours will vary throughout the year and will be reviewed at the beginning of each school term based on school meal uptake.  
Hours are term time only plus 1 cleaning day.

### PURPOSE OF THE JOB

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

### MAIN DUTIES AND RESPONSIBILITIES

1. Set up and clear dining area and service area.
2. Serve meals.
3. Washing up.
4. Clean the kitchen and dining premises, furniture and equipment as required ensuring standards of hygiene are maintained, e.g. boilers, deep fat fryers, walls and floors etc.
5. Ensure that you are able to use all the equipment and machinery after instruction.
6. Report to the person in charge any problems that arise from children or staff.
7. Preparation and presentation of meals, vegetables, salads, fruit, sweet and savoury sauces, milk puddings, beverages, sandwiches etc. and cooking of same if appropriate.
8. Assist with the preparation, finishing off and presentation of dishes.
9. Assist with simple cooking and reconstitution of food activities.
10. To record cleaning and food temperature sheets as required.
11. To be flexible to attend another school if required within a 5 mile radius.
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 observe all Health & Safety regulations so as to keep oneself and colleagues safe.
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.

**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 e.g. data protection, child protection, health and safety.
5. The post holder will be required to undertake any other professional duties as required by their line manager.