



GARTREE HIGH SCHOOL

JOB DESCRIPTION

JOB TITLE:	Kitchen/Catering Assistant
RESPONSIBLE TO:	Catering Manager or Cook Supervisor or Senior Cook or Cook.
GRADE	2

Job Purpose:

To undertake serving of food, clearing and cleaning of kitchen equipment and related kitchen / catering duties.

Main duties and responsibilities:

- a) To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- b) To prepare the service area, hot cupboards and other equipment in the dining centre for the efficient and effective service of the meal.
- c) To serve food/drinks according to the style and type of operation as defined by the immediate supervisor or line manager.
- d) To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- e) Using the cashless catering system.
- f) To clean on a daily basis all catering areas to standards laid down by the Catering Manager and Health and Safety guidelines.
- g) To undergo on and off the job training sessions as required management.
- h) To inform the immediate supervisor or line manager of any defects in light equipment.
- i) To inform the immediate supervisor or line manager of any defects in heavy equipment or of any premises not meeting Health and Safety and/or Food Hygiene Regulations Standards.
- j) To perform other related duties as required ensuring the dining area and the kitchen is in a clean and hygienic condition and that the food service is effective and efficient.
- k) To undertake any other duties (within the scope and grade of the post) as required for the effective operation of the Service.

GARTREE HIGH SCHOOL
PERSONNEL SPECIFICATION

JOB TITLE: Kitchen Assistant

GRADE 2

	Essential	Desirable
Qualifications Academic Professional/Job Training	Basic qualifications in English/Mathematics Willingness to undertake training as required	Basic Food Hygiene certificate
Experience/Skills Practical Skills Numeracy Literacy	Basic knowledge of food preparation. Elementary level of numeracy Ability to disseminate information	School meals or other industrial catering experience Understanding of Hygiene/Health and Safety Able to operate cashless system
Motivation Evidence of self motivation	Capable of working on own initiative	
Attitude and Temperament Relationships	Ability to work as a member of a team Sensitivity to the needs of colleagues and customers Must be able to communicate with staff, students, and general public	Understanding of Customer care issues