

Job Description

Position Title	Kitchen Assistant		
Location	Kingsteignton School		
Reporting to	Penny Fitch/Marie Henley		
Position Number(s)			
Grade	A		
Directorate/Section/School	Kingsteignton School		
Effective date of JD	December 2018	JE Job Number	G.0449

Job Purpose including main duties and responsibilities:

The purpose of this job is to assist the cook to prepare meals. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and responsibilities:

- Assist with the preparation, cooking and serving of meals taking into account any special dietary needs.
- Food preparation: both on site serving and for other schools if required.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained
- Ensuring adequate food supplies.
- Reporting problems raised.
- Report any cancellations or extra meals needed and maintaining records.

If this document has been printed please note that it may not be the most up-to-date version.

For current guidance please refer to The Source.

© Devon County Council 2007. All rights reserved.

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	◦ N/A	◦	◦
Experience		◦ Experience of working in a catering establishment / large kitchen, mass catering	◦ Application
Practical Skills	◦ Ability to prepare food / wash dishes	◦	◦ Application
Communication	◦ Basic communication skills ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	◦
Personal Qualities	◦ Punctual, self-motivated, willing to work on own or as part of a team	◦	◦ Application/ interview
Strategic Thinking	◦ N/A	◦	◦
Technology / IT Skills	◦ Basic IT skills	◦	◦ Application / interview
Education and Training	◦ Food Hygiene (Level 2)	◦	◦ 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	◦	◦

1. Supervision and Management:

The successful applicant will work under the management and supervision of the United Schools Federation Catering Manager (Line Manager).

2. Creativity and Innovation:

Any issues or problems will be reported directly to the line manager rather than being solved by the role holder.

3. Links with other officers, Service users or Members of the Public:

Standard non contentious information will be shared with other kitchen staff.

4. Levels of Responsibility:

All decisions are determined by the Kitchen Assistant. Any issues that may arise will be referred back to the Catering Manager.

5. Effects of Decisions:

None.

6. Resources:

Appropriate protective clothing and footwear are allocated to this post.

7. Work Demands:

Deliveries and mealtimes are strictly timetabled however there may be some late changes to quantities required on an ad hoc basis. These changes however do not change the nature of the work.

8. Physical Demands:

Due to the nature of the work there will be occurrences of physical effort in a hot environment. Physical activity will include bending, lifting, stretching and working within awkward / confined positions.

9. Working Conditions:

The kitchen environment can be hot, often very noisy, due to machinery / equipment in operation.

10. Work Context:

Kitchen Assistant will be exposed to a normal kitchen working within a hot environment, standing with moderate noise. While undertaking cleaning activities the relevant protective clothing will be worn.

11. Knowledge and Skills:

The job requires a basic level of Food Hygiene knowledge and an awareness of various dietary requirements.

Job GLPC profile – to be completed by the J.E team

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

Signatures:

Job Description agreed by:

Line/Catering

Manager: _____ **Date:** _____

Job Holder (if in

place): _____ **Date:** _____

Principal _____ **Date:** _____

Structure chart – to be sent in by the manager as additional information with the job description and person specification if available

Structure chart