

Job Description and Person Specification

Position Title	Kitchen Assistant		
Location			
Reporting to	Catering Manager		
Position Number(s)			
Grade	B		
Directorate/Section/School			
Effective date of JD		JE Job Number	G.1640

Job Purpose including main duties and responsibilities:

To support the Catering Manager in providing a high quality hygienic catering service.

To work under the direction of the Catering Manager.

As part of the kitchen team, support in the production of 'safe' food in a hygienic environment.

To provide customer satisfaction at all times within all aspects of the kitchen service.

To support in the production of lunch. To include packed lunches as appropriate for day trips, work experience etc. under the direction of the Catering Manager.

To be an effective member of the school team, fostering positive working relationships within the establishment.

- Ensuring all aspects of relevant legislation are complied with, in relation to the Health and Safety at Work, etc Act 1974; the Food Safety Act 1990 and any other associated miscellaneous legislation as amended.
- Assisting the Catering Manager in the preparation, cooking and service of food to pupils and staff as required.
- To undertake all kitchen and dining room cleaning duties.
- To assist in the provision of catering for special functions and meetings.
- To hold keys to the catering facilities if required.
- Preparation of the dining room and kitchen.
- To attend regular training sessions and courses when required or as appropriate.
- To assist with food storage, temperature control, stock rotation, stock control and checking deliveries.

To follow all Health and Safety guidelines including:-

- Appropriate use of all appropriate protective clothing i.e. overalls, hats, hairnets, gloves etc.
- Manual Handling, such as lifting heavy/awkward objects.
- Maintenance of all kitchen equipment and resources as appropriate.
- Ensuring new staff have appropriate training prior to using any kitchen equipment.

- Reporting all faulty machinery and equipment to the Catering Manager.

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

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> ◦ Experience of working in a catering environment. ◦ Working as part of a team. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Application form and references. ◦ Demonstrate at interview.
Experience	<ul style="list-style-type: none"> ◦ General catering and food preparation experience. 	<ul style="list-style-type: none"> ◦ NVQ1 food preparation 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at interview. ◦ References.
Practical Skills	<ul style="list-style-type: none"> ◦ Ability to work under own initiative ◦ Ability to prepare meals of a high standard. ◦ Work under direction for the Catering Manager. ◦ To work constructively as part of a team. 		<ul style="list-style-type: none"> ◦ Application form. ◦ References ◦ Demonstrate knowledge at interview.
Communication	<ul style="list-style-type: none"> ◦ Ability to relate well to staff at all levels. ◦ Effective and sensitive to the needs of others. ◦ Ability to work constructively as part of a team. ◦ Take responsibility for own role and know responsibilities of others in the team. ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English. 		<ul style="list-style-type: none"> ◦ Demonstrate knowledge at interview.
Personal Qualities	<ul style="list-style-type: none"> ◦ Must be patient and resilient. ◦ A good health record. 		<ul style="list-style-type: none"> ◦ Demonstrate knowledge at interview.
Strategic Thinking	<ul style="list-style-type: none"> ◦ Manage resources and problem solve on a daily basis. 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦ Demonstrate knowledge at interview. ◦ In tray exercise.
Technology / IT Skills	N/A	<ul style="list-style-type: none"> ◦ IT experience. 	<ul style="list-style-type: none"> ◦ Application ◦ Demonstrate knowledge at interview.
Education and Training	<ul style="list-style-type: none"> ◦ Knowledge of recent developments with regard to nutritional standards. 	<ul style="list-style-type: none"> ◦ NVQ2 	<ul style="list-style-type: none"> ◦ Application form. ◦ Demonstrate knowledge at interview ◦
Equal Opportunities	<ul style="list-style-type: none"> ◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties 		<ul style="list-style-type: none"> ◦ Demonstrate knowledge at Interview
Physical	<ul style="list-style-type: none"> ◦ Able to carry out the duties of the post with reasonable adjustments where necessary 	<ul style="list-style-type: none"> ◦ Manual Handling training 	<ul style="list-style-type: none"> ◦ OH1
Other relevant factors	<ul style="list-style-type: none"> ◦ Commit and conform to DCC Customer Service Standards 	<ul style="list-style-type: none"> ◦ 	<ul style="list-style-type: none"> ◦

Supervision and Management:

None required

1. Creativity and Innovation:

Every day problem solving such as resources and equipment and menu changes as required.
Proactive and reactive thinking to respond in a positive and effective manner.
High quality communication and interaction skills.
Cater for special dietary requirements and ensure foods are made available where necessary.

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

On a daily basis with Students, School staff and Teachers'
On an occasional basis contact with food suppliers, School Governors and Professionals on training days

3. Levels of Responsibility:

To work under the direction of the Catering Manager within an agreed system of supervision and to implement agreed work shift patterns within the kitchen.

To provide customer satisfaction at all times within all aspects of the kitchen service across boarding.

Assisting in the production of lunch, menus and meals as requested by the Catering Manager.

To follow all safeguarding procedures as per school and county policy.

4. Effects of Decisions:

Medium in terms of Health and Safety.
Medium for Safeguarding.

5. Resources:

N/A

6. Work Demands:

Work demands are those associated to a busy kitchen where pre planned and emergency procedures are to be followed.

High stress environment where deadlines have to be met and executed to the highest standard possible.

The post holder will be an integral part of the kitchen team.

The post holder must be able to make decisions under pressure on a reactive basis when required i.e. Changing menus in event of no deliveries.

7. Physical Demands:

Work demands will be in accordance with both pre planned and problem solving outcomes on a daily basis.

The post holder will be required to attend manual handling training which will be utilised on a daily basis within the work place.

The post holder will also be required to operate equipment that is associated with this particular role.

8. Working Conditions:

Work within the limitations set by the level of resources available and the equipment within boarding.

Work in hot conditions during Summer and cold conditions during the Winter months.

9. Work Context:

Work within school kitchen, catering for approximately 112 students. By definition the post holder will have contact with the students on a daily basis.

10. Knowledge and Skills:

General understanding of nutritional standards.

Must be sympathetic to the needs of the students at all levels.

Have general kitchen / catering experience.

Willing to acquire and maintain appropriate Health and Safety certification.

A full understanding of the importance of cleanliness and hygiene.

A full understanding of effective use of all food preparation and value for money.

Willing to undertake Safeguarding training and follow these procedures.

Signatures:

Job Description agreed by:

Line/Originating Manager: _____ **Date:** _____

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
1	2	1	1	1	2	2	2	2	3	2	272