

ELLESMERE PORT CATHOLIC HIGH SCHOOL



JOB DESCRIPTION

JOB TITLE	Kitchen Assistant	JOB REF NO	AKCT2032
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BASIC JOB PURPOSE

To undertake, normally under supervision, the preparation, simple cooking, serving and clearing away of food and general cleaning. Provide excellent customer Service.

	MAIN RESPONSIBILITIES
1	Basic preparation of food and beverages including simple cooking.
2	Serving meals to students, teachers, staff and visitors including hospitality requirements.
3	Cleaning duties to include daily and weekly cleaning in the kitchen, the dining room, rubbish removal and putting away deliveries. Dish washing, brushing and moping the floors in all catering areas
4	General cleaning of kitchen, surrounds and equipment.
5	Use of the school cashless system to record meals and drinks taken.
	Other responsibilities: To ensure the Health and Safety of yourself, your colleagues and all visitors to the kitchen and dining area. To complete any compulsory and local training in line with Food Safety Regulations. To complete any reasonable requests from the Catering Manager.
	Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy and needs of the business, the job holder will undertake such work as may be determined by the Headteacher/Business Manager/Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

OCCASIONAL TASKS

Additional cleaning days required during the main school closure periods.

The jobholder works as a member of a kitchen team with other kitchen assistants and under the supervision of a Catering Manager. All responsibilities are shared with other kitchen assistants but may not necessarily be exercised daily as a rota system of tasks is in operation in the kitchen.