

Job Description – General Kitchen Assistant

Post Title: General Kitchen Assistant

Responsible to: Catering Manager

Grade: 1



Brief Description & Purpose of Job

Undertake, normally under the general direction of a higher graded operative in a kitchen, the preparation, simple cooking and serving of food and cleaning duties.

Duties will include basic preparation of food and beverages (for example preparation of vegetables and snacks), simple cooking (for example reconstitution of prepared food), transporting and serving of meals, general kitchen and dining room duties (for example washing up, setting up and clearing away equipment and tables), and cleaning of the kitchen, its surrounds and equipment.

Duties and Responsibilities

All duties listed are carried out under the direction of a higher graded operative AT ALL TIMES.

- To carry out basic cooking duties such as the reconstitution of custards, gravies etc, finishing off pre-prepared vegetables and potatoes by cutting into desired shapes as required and frying of these as well as other simple items e.g. fish fingers etc.
- Assist with the packing and transporting of meals etc to relevant service points or distribution points.
- To carry out meals service duties (e.g. assist with the serving of meals) in accordance with the standards and procedures as directed by the Head of Kitchen.
- To undertake all general kitchen duties, e.g. washing up, cleaning and clearing of all utensils, equipment, kitchen/dining room surfaces, cleaning equipment/cloths floors etc as well as kitchen staff facilities etc and any other basic duties required.
- Carry out dining room duties including the movement of furniture with assistance where required, laying tables etc, clearing of waste and service utensils, cleaning of service counter/trolleys etc.
- Encourage pupils/customers in the taking of meals by ensuring that customers are served to the standards determined by the Education Catering Service in respect of quality and quantity and presentation.
- Working in accordance with the Education Catering Service's customer care code of practice whilst serving pupils/customers by ensuring that they are dealt with in an efficient and courteous manner and ensure that the Head of Kitchen is informed of all complaints.
- Ensure compliance with Health and Safety regulations, policy and procedures including the reporting of accidents, the Control of Substances Hazardous to Health, participation in Risk Assessment, the implementation of Safe Manual Handling Practices, the Fire Prevention and Evacuation Procedure and treatment of employees requiring first aid if qualified.
- Undertake temperature testing duties as instructed by the Head of Kitchen and ensure compliance with all instructions related to kitchen hygiene rules and the operation of HACCP procedures.
- To attend relevant training courses commensurate with the requirement of the post.
- To participate in any on the job training schemes that are required of the post holder.
- To participate in job rota schemes as directed by the Head of Kitchen.
- Any other duties commensurate with the grade and falling within the scope of the post as requested by management

This job description outlines the purpose of the post and should be regarded as a framework rather than a definitive list of duties. The post holder will be expected to develop the post to best suit the evolving needs of the school.

Times of duty are by arrangement with the management to meet the needs of the School.

College Core working times are:

Monday to Thursday 8.00am to 4.00pm with 30 minutes for lunch each day if applicable to the post and hours

Friday 8.30am to 4.00pm with 30 minutes for lunch each day if applicable to the post and hours

Darton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Darton College operates a no smoking policy throughout the site.

Darton College is a community school catering for the 11 to 16-age range; the number on roll is currently 975. We value equally all members of the school Community and work together for the educational progress of all our students in partnership with the whole community. Darton College was presented with the 2004 Learning Community Award at the Barnsley MBC Annual Ambassador Award Ceremony 'A Celebration of Learning' and in 2005 the Innovation Award.

The College has been successful in achieving specialist school status as a Humanities College specialising in the key subject English (Language and Literature) with Citizenship and Religious Education (Ethics and Philosophy). We feel this combination gives us a strong identity that focuses on developing young people as active and articulate citizens and through that builds high aspirations throughout the school and wider community. Darton College has been successful in achieving the Sportsmark Award from Sport England Active Schools in recognition of the school's commitment to promoting the benefits of physical education and school sport. The school is committed to developing and sustaining links with the community as a means of raising aspirations within both the school and community, promoting lifelong learning and a healthy lifestyle

EMPLOYEE SPECIFICATION

When filling in the application form please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

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Criteria No	Criteria	How Identified	Rank	
Relevant Experience				
1	Relevant experience in a similar environment	A/I	Essential	
2	Must be able to communicate with work colleagues, students/customers, teaching and non-teaching staff and must be able to work as part of a team.	A/I	Essential	
Education and Training Attainments				
3	Must be able to follow instructions from an higher graded operative.	A/I	Essential	
4	Basic numeracy and literacy to enable the counting of food items, tables and chairs and to follow written instructions etc.	A/I	Essential	
5	Operation of touch-screen till	A/I	Desirable	

Knowledge, Skills and Abilities

6	Awareness of current Health & Safety Legislation and procedures	A/I	Essential	
7	Ability to use kitchen tools and equipment	A/I	Desirable	

8	Basic Administration and paperwork skills	A/I	Desirable
9	Organisational skills, able to prioritise time and tasks in order to meet deadlines and provide a friendly and efficient service; ability to monitor stock	A/I	Essential
10	Ability to work quickly, methodically and accurately	A/I	Essential
11	Ability to identify own training and development needs and co-operate with means to address these	A/I	Desirable
12	Ability to relate well to children and adults	A/I	Essential
13	Work constructively as part of a team, understanding roles and responsibilities and your own position within these	A/I	Essential
14	Ability to communicate at all levels both written and verbal with colleagues and management.	A/I	Essential
Additional Factors			

15	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	A/I	Essential
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