

## Job Description

<b>Position Title</b>	<b>Kitchen Assistant</b>		
<b>Location</b>			
<b>Reporting to</b>	Kitchen Manager		
<b>Grade</b>	A		
<b>Directorate/Section/School</b>	Ventrus		
<b>Effective date of JD</b>	tbc	<b>JE Job Number</b>	V0449

### Job Purpose including main duties and responsibilities:

#### The main purpose of the job is to:

- Assist in the preparation and service of food to customers within the school catering service in order to maximise the quality and efficiency of the service providing customer satisfaction at all times
- Work together towards the appropriate day to day running of the kitchen

#### Main duties and responsibilities:

- Comply with all aspects of the Health and Safety at Work Etc Act 1974, the Food Safety Act 2006, Food Safety and Hygiene Regulations 2013, and all other relevant legislation
- Contribute to the daily provision of a catering service to the standard required
- Be aware of and comply with all procedures set down in the site operations manual
- Work within the establishment's budget for food, sundries and labour
- Produce healthy, nutritionally balanced and tasty meals
- Promote and encourage healthy food choices
- Undertake all aspects of cleaning equipment, walls, floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as necessary
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- Attend training activities and meetings as required
- Report any customer comments or complaints and take any necessary remedial action if required
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible
- Provide excellent customer service at all times

**Responsibility for resources**

- Day to day care of light and heavy catering equipment, overseen by the Kitchen Manager
- Use and storage of chemicals, cleaning equipment and personal protective equipment, in conjunction with the Kitchen Manager
- Food and disposable item stocks, and rotation of food stock items, overseen by the Kitchen Manager

**Job Activities**

- Day to day preparation and cooking of food to agreed standards and procedures
- Provide catering outside the normal working day as and when required
- Setting up and clearing away in the dinner hall to include tables, chairs and cleaning
- Temperature test of food and record results
- Ensure the kitchen is a hygienic environment
- Maintain good communications with school staff and pupils with day to day customer requests, queries and comments
- Actively promote the service to attract the maximum number of customers
- Reporting any building or equipment faults to either the school or Ventrus Premises Lead, via the Kitchen Manager

**Health & Safety**

- Ensure Health & Safety guidelines are adhered to;
- Ensure COSHH, HACCP and HASAW are adhered to;

**Other**

- Any other duties of a similar level or nature that may be required in support of the day to day operation of site services.

**Person specification:**

Attribute	Essential	Desirable	Method of Assessment
Supervisory experience			
Experience		Experience in a similar role or knowledge gained from personal interest.	Application form and interview
Practical Skills	This is a very practical role so these skills are essential whether developed in the workplace or through personal interest		Application form and interview
Communication	To be able to communicate at all levels and to be professional and courteous at all times		Demonstrate at interview
Personal Qualities	A “can do” attitude, good team player and strong interpersonal skills		Demonstrate at interview
Strategic Thinking		An ability to solve small problems but to know when to raise the issue to management	Demonstrate at interview
Technology / IT Skills		A basic understanding in order to carry out the limited administrative duties	Application form
Education and Training		Industry training and qualifications relevant to the role	Application form and interview
Equal Opportunities	Ventrus and its 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

**Job Description agreed by:**

**Postholder:**

Name:

Signature:

Date