

JOB DESCRIPTION

Kitchen Assistant



Job Title: Kitchen Assistant

Salary: Grade 2 £17,842-£18,198 per annum full time equivalent pro rata
(ie £9.25-£9.43 per hour)

Line Manager: Catering Manager

Hours: 10-16 hours per week, 38 weeks per year (term-time)

General Information/Purpose of Job

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

Main Responsibilities

- 1 Basic preparation of food and beverages including simple cooking.
- 2 Transporting and serving of meals.
- 3 General kitchen and dining room duties e.g washing up, setting up and clearing away of equipment/tables.
- 4 General cleaning of kitchen, surrounds and equipment.

Additional Information

- 1 Additional cleaning days required during the main school closure periods.
- 2 The jobholder works as a member of a kitchen team with other kitchen assistants and under the supervision of the 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.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.