

JOB PROFILE

JOB TITLE : Kitchen Assistant

1. Main Purpose of Job

(This will explain why the job exists and what it is for)

- To assist in the preparation of food for service;
- To assist in the preparation of buffets for school events;
- To assist in the service of food to customers;
- To assist in the operation of kitchen equipment, including tills;
- To assist in the cleaning of the Dining Hall, kitchen and kitchen equipment;
- To assist in the delivery of a Healthy School meal provision;
- Perform such duties that correspond with level of responsibility.

2. Skills and Ability

(e.g. to replace this role with a new employee, what would we need?)

Nature of Knowledge required

- Health and safety;
- Portion Control;
- Correct use of kitchen equipment;

Qualifications / Experience Required?

- Basic Food Hygiene Certificate (training will be given)

Skills Required? (include specialist/physical, techniques, practices etc.)

- Self-motivated
- Understanding of cooking methods and temperature control using probe

How would this be used?

- To ensure food is served correctly

Nature of physical effort required and working conditions

- Lifting, carrying and storing of provisions;
- Physically fit and generally in good health.

3. Creativity / Innovation

How much of the work is routine and how much is dealing with unexpected demands?

- Daily service is routine
- One off function requests

How often would the postholder deal with new situations?

- Seldom

How difficult / complex are the problems dealt with?

- Dealing with customer comments, complaints and requests

What guidance is available from whom?

- Cook in charge re catering function
- Lunchtime supervisors (Teaching staff) re Student behaviour

How easily is guidance available?

- All guidance is readily available.

4. Responsibility

Does the job have direct budget responsibility? If so, how much and what for?

- no

Does this include setting / monitoring/ authorising or expenditure within budgets?

- n/a

Is the post responsible for other resources?

- no

Is the job responsible for service delivery? If so, what is the nature of the service?

- Catering facility

What are the consequences of an error?

- Mismanagement of resources;
- Failure to comply with Health & Safety could lead to litigation
- Failure to comply with Food Hygiene could lead to food poisoning outbreak

5. Service Delivery

What kind of impact/effect or outputs does the role have on:-

Internal groups

- Pupils – provision of catering facility;
- Staff – provision of catering facility.

External groups

- Function catering.

6. Managing People

Number and types of staff directly supervised / managed

- n/a

Is the postholder responsible for setting targets and performance management interviews of these staff?

• n/a

Are there any other responsibilities for people (who and what)?

• no

What pressure does this create?

• n/a

7. Judgement exercised/ day today amount of supervision received

What types of decision are made without reference to senior staff?

• Portion Control

What types of decision are made in consultation with others (specify who)?

• n/a

Who authorises actions on these decisions? This post / other – specify

• n/a

Does the job require an involvement in policy making (if so specify what)

• No

How often is supervision received? Constantly, daily, weekly, monthly

• Constantly

8. Nature of contacts (who with / what for?)

Who?	What for?	How often?
Internal Contacts:		
Teaching and support staff	General use of provision	Daily
Students	General use of provision	Daily
Catering staff	Provision of service	Daily
External Contacts:		
Suppliers	Delivery of supplies	Daily
LA School Meals Team	Monitoring of service	As dictated