

## JOB DESCRIPTION

### Kitchen Assistant (8.30am – 2.00pm)

**RESPONSIBLE TO:** Catering Manager

**BAND/SALARY:** BCP Band C

**SCALE POINTS:** 3 - 4

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#### 1. Job Purpose & Objectives

- To assist with the preparation and production of all meals.
- To set-up the dining hall and prepare all service equipment.
- To ensure smooth service of all meals.
- General washing up and cleaning.
- To work as directed by the Line Manager.

#### 2. Main Duties & Responsibilities

- Assist with general kitchen duties at Linwood site as directed by Catering Manager or Senior Kitchen Assistant if required.
- Load food trolley and ensure safe transportation of meals, used crockery and cutlery between school buildings.
- Cooking and re-heating of food for lunches following Linwood food safe policies and current food hygiene regulations.
- Carry out lunch preparation and service as required including all vegetable and fruit preparation whilst maintaining a high standard of kitchen hygiene.
- Ensure correct cleaning of equipment and kitchen areas to include regular deep cleaning according to cleaning schedules.



- Monitor temperatures of fridges and hot holding equipment, maintain accurate records and report faults to Line Manager.
- Maintain full and accurate records according to kitchen policy.
- Report faults, damages or problems to the Line Manager.
- Wash up, dry and correctly store all equipment used for lunch service.
- Ensure laundry is washed daily, stored safely and sufficient supplies are available for the day.
- Maintain a good relationship between all staff and pupils and to be aware and take notice of any special requirements or dietary issues.
- Be aware of current food hygiene regulations with regard to allergy awareness and temperature control as appropriate.
- Ensure appropriate Borough Policy is implemented.

### **3. Safeguarding**

All Linwood School staff are expected to adhere to our policies and procedures in respect of safeguarding and child protection, including Keeping Children Safe in Education and Guidance for adults working with children and young people in an education setting.

To report and log any incidents/accidents or any other concerns to the Designated Safeguarding Lead by way of MyConcern for safeguarding concerns and Arbor in respect of behaviours of students.

### **4. Communication/Contacts**

- Communication with all staff and students.
- Adopt a total communication approach in line with school practice, e.g. use of signing and symbols, training for which is available.