



Deanery C.E. Primary School

JOB DESCRIPTION GENERAL ASSISTANT – KITCHEN GRADE GR1

Job Purpose:

To work under the control and direction of the Catering Supervisor/ Deputy Cook assisting with the preparation, cooking, serving and general kitchen cleaning.

Duties:

- To assist with the basic preparation of food and refreshments, which may include some cooking.
- To assist with the care, cleaning, and maintenance cleaning of all equipment in use in the kitchen as required.
- To prepare the dining room for lunch service, including laying of tables if required.
- To erect and dismantle dining room furniture where necessary.
- To serve meals and refreshments in line with school requirements.
- To assist with the washing up of all kitchen items.
- To assist with the general daily cleaning of the kitchen and associated areas.
- To assist with checking and storage of deliveries.
- To assist, when necessary, with promotional activities/ special events. This may include occasional after school work.
- To maintain the agreed standard of dress and appearance.
- To promote the policies and procedures of the school at all times.

- Such other duties as may be commensurate with the grade and nature of the post.

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To work in a safe manner at all times having due regard for others and food safety and health and safety legislation.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos and aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

SUPERVISION RECEIVED

Required to work within established guidelines subject to scrutiny by Catering Supervisor/ Deputy Cook.

REVIEW AND AMENDMENT

This job description is normally subject to annual review. It may be amended at the request of the Headteacher or the post holder but only after full consultation with the post holder.

Signed _____ Date

Signed (Headteacher) _____ Date