

TODMORDEN CE J, I & N SCHOOL
GKA JOB DESCRIPTION

Job Title: General Kitchen Assistant
Location: Todmorden C.E School
Responsible to: Kitchen Manager

The information given on this job description is intended to provide an understanding and appreciation of the workload of this particular job and its purpose within Todmorden CE School. This job description outlines main duties and responsibilities under broad headings only, as it is not possible to specify every item in detail.

PRIME OBJECTIVES OF THE POST

To contribute to the delivery of a very high quality level catering service as determined by the Catering Manager and the School.

MAIN DUTIES AND RESPONSIBILITIES

Some or all of the below:

1. Set up and clear dining area and service area.
2. Serve meals and wash up.
3. Clean the kitchen and dining premises, furniture and equipment as required to ensure standards of hygiene are maintained, e.g. boilers, deep fat fryers, storerooms, ovens, fridges/freezers walls and floors etc.
4. To ensure that you are able to use all the equipment and machinery after instruction.
5. To report to the person in charge any problems that may arise from customer dissatisfaction.
6. Preparation and presentation of vegetables, salads, sweet and savoury dishes, desserts, beverages, sandwiches etc. and cooking of same if appropriate.
7. In situations where transported meals are provided, the packing and uploading of insulated containers will be required, and to assist with deliveries as required.
8. Attendance at staff meetings, training days and training sessions when required.
9. To hold food hygiene, and first aid qualifications.
10. To be aware and confident of Todmorden CE School's Safeguarding Procedures, reporting of incidents, and undertake any relevant training.
11. To have a flexible approach to cover staff sickness, e.g. change of hours and start and finish time.

KNOWLEDGE

To be:-

- Good level of numeracy and literacy for tasks involving weighing, measuring, reading instructions etc.
- Familiar with small equipment and their safe use e.g. knives.
- Legible hand writing.
- Awareness of stock control, rotation and best value.
- Awareness of dietary requirements, allergies etc.

SKILLS

Able to:-

- Demonstrate customer care principles.
- Work as part of a team.
- Use hand/eye co-ordination for appropriate tasks.
- Work within a limited time allocation.

- Communicate effectively with children and colleagues.

INITIATIVE

Able to:-

- Apply a common sense approach to aid the provision of a first class service to Todmorden CE School.
- Be self-motivated for the benefit of the team as a whole.
- Make decisions required when organising priorities within own workload.
- Inform the Catering Manager of any ideas for improving the service or increasing efficiency.
- Directly responsible to the Kitchen Manager. Supervision will normally take the form of receiving instructions, training, guiding, leading and assessment.

DEMANDS

Able to meet:-

- The daily physical demands of the job i.e. lifting, carrying, pulling, pushing, bending. Some examples:-
 - Putting stores away e.g. transferring sacks of flour from floor to bin with the assistance of a colleague.
 - Bending to be able to sweep under tables.
 - Stock rotation, clear labelling
 - High standard of cleanliness.
- Attentiveness levels required for:-
 - All tasks in a kitchen. If not performed in a safe manner could endanger oneself and others.
 - Recognising potential unsafe circumstances e.g. spills on floors.

PEOPLE RESPONSIBILITIES

As this post is in the service industry it is everyone's responsibility to ensure customer satisfaction and safety within their own personal remit.

RESOURCES

- Responsible for handling light and heavy equipment and furniture reasonably so as to preserve its life.
- To treat surroundings with respect.
- To observe Health and Safety Rules in order to prevent contamination of food and to ensure food is safe to eat.

CONDITIONS

A uniform and appropriate footwear will be provided, this is to be worn at all times.

All holidays are to be taken in school holidays. Attendance and time keeping are monitored closely at Todmorden C.E. School, and these are reviewed on a regular basis.