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# JOB DESCRIPTION

**JOB TITLE:** Kitchen Assistant

**GRADE:** AS09 FLW (Truro School Support Staff Salary Scale)

**REPORTING TO:** Kitchen Manager and Prep Support Services Manager

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**ROLE OVERVIEW**

To work in the catering department, assisting in the day to day cleanliness of the kitchen and washing kitchen equipment; eg, crockery, fryers, ovens, fridges, floors and store rooms.

**KEY FUNCTIONS**

* To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations.
* To assist service in the dining hall with another member of the catering team.
* To assist service with cheese, desserts and fruit for pre-prep pupils.
* To assist with the smooth running of the school kitchen and assist at catering functions.
* To undertake a set daily cleaning schedule, ensuring high standards of cleanliness throughout the catering department.
* To load dishwashers and to wash dishes, cutlery, glasses, serving utensils, containers, pots, pans and other items of catering equipment as necessary.
* To take dirty dishes from the conservatory area to the plate clearing area.
* To clear Year One and Year Two trays and stack up on the trolley.
* To clean, on a daily basis, all catering surfaces and floors to standards laid down by the School as directed on cleaning schedules, to assist in cleaning the kitchen and wash-up areas after breakfast, lunch and dinner periods.
* To assist other kitchen porters/general kitchen assistants with the weekly clean of fryers, windows, stores and any other kitchen equipment as instructed.
* To maintain confidentiality of information acquired in the course of undertaking duties for the school.
* To use cleaning chemicals within COSHH guidelines, along with wearing the relevant personal protective equipment provided by the School for each cleaning job.
* To assist in the checking of food deliveries and assist in storing foods appropriately as directed by the Kitchen Manager.
* To assist with emptying bins, breaking down of boxes etc.
* To undertake other duties appropriate to the grading of the post as and when required.
* To support other team members as and when required
* To be aware of and adhere to any applicable rules, regulations or legislation e.g. Health & Safety at Work, Food Hygiene Laws and School Rules.

**PERSON SPECIFICATION**

*Essential Criteria*

* Proven record of reliability
* Evidence of strong work ethic (e.g. from references)
* Ability to tackle manual aspects of the role, within manual handling guidelines
* Excellent team player with positive attitude
* Flexible and enthusiastic
* Sensitive to the Methodist ethos and traditions of the school
* Food Hygiene Certificate (or willingness to undertake training)

*Desirable Criteria*

* Experience in a similar role
* Knowledge of Health & Safety and Hygiene regulations in a catering environment
* Experience of working with children/school environment
* First Aid Certificate

**ADDITIONAL**

* Training to operate equipment will be provided as necessary.
* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date reviewed:** February 2019

**Reviewed by:** Prep Support Services Manager