

# KITCHEN ASSISTANT JOB DESCRIPTION



**Responsible to:** Catering Manager  
**Reports to:** Catering Manager

## **Job Purpose**

*To actively participate in the daily operation of the Catering Unit under the direction of the Senior/Unit Catering Supervisor.*

*Team participation is essential to provide an efficient hygienic service, to achieve customer satisfaction and to promote sales within the unit.*

## ***Duties and Responsibilities***

1. The basic preparation of food and beverages including the preparation of vegetables and snacks using appropriate equipment.
2. Simple cooking including the reconstitution of prepared food.
3. Organisation and control of food service points.
4. The transferring and serving of meals and snacks including transported meals.
5. Assisting the promotion of meals to pupils, parents and principal.
6. Maintain regular contact with the central kitchen, if applicable, with regard to all aspects of service delivery.
7. The preparation of the dining area:-
  - (a) The setting out of dining room tables, chairs, benches and serving points as required by the meals service.
  - (b) The setting of tables, laying of cutlery, water jugs etc.
8. General kitchen and dining room duties including washing up, clearing away equipment including tables, chairs and benches. The cleaning of the kitchen/servery, dining room and equipment including floors and walls.
9. Recording of temperatures for control purposes as required.
10. Till operation on a rota basis.
11. Securing of premises as required.
12. Duties as delegated in connection with the service provision.

## **General Conditions**

1. All duties must be carried out to comply with:
  - (a) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - (b) Codes of Practice.
2. All duties will be carried out in the working conditions normally inherent in the particular job.
3. All necessary administration must be completed.
4. Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

# PERSONNEL SPECIFICATION

## Kitchen Assistant Temporary (Part-Time)

### Desirable Experience/Skills

Basic Hygiene Certificate

Experience of Meals Preparation

Experience of working in a School Kitchen

Experience of working in a Cash Cafeteria

Cash Handling and Till Operation Experience

Salary                                  £11.91 per hour

Hours of Work                        To be discussed

Applicants must ensure that they address the requirements of the post and the stated criteria clearly when completing their application form. Clarity of information is an essential pre-requisite and will be taken fully into account by the Board of Governors when it considers applications. Malone College is an Equal Opportunity Employer and welcomes applications from all sections of the community. Malone College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening appropriate to the post, including checks with past employers and Access NI.