

Job Description

Job Reference:	
Job Title:	General Kitchen Assistant
Grade:	
Working Hours:	10 – 15 hours per week
Special Conditions:	This post is a term time working post plus 2 cleaning days. Holidays to be taken during school holiday periods. Candidates may periodically be asked to work at other kitchens. Attend training courses during school holiday
Location:	Various
Business Unit:	
Responsible to:	Unit Catering Supervisor
Responsible for:	N/A

This is a guide to the work you will be required to undertake. It may be reviewed to meet the operation needs and circumstances of the company.

Summary of Responsibilities:

To assist the Unit Catering Supervisor in the preparation, cooking and serving of quality meals in hygienic conditions to pupils and staff within schools. To assist with the cleaning of the kitchen and equipment.

Responsibilities:

- Under the direction of the Unit Manager to assist and participate in adhering to menus, recipes and written procedures. Assist with preparation and serving of menu items
- Serving and assisting customers with food choices
- Washing up kitchen and dining equipment, cleaning of equipment and premises. Setting up and cleaning dining areas before and after meals, moving furniture as necessary
- Working within Food Hygiene Regulations and Health and Safety regulations
- Assist in the training of new staff.
- To deputise for the Unit Manager where applicable, once full training has been completed.
- Periodic attendance at training courses during term time / school holidays /closures, as required.
- It is your responsibility to carry out your duties in line with SIPS policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. You should act as an exemplar on these issues and should identify and monitor training for yourself and any employees for whom you are responsible, in line with this policy and also the Equalities Act 2010
- Such other duties as may be appropriate to achieve the objectives of the post to assist SIPS in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes
- The post holder must at all times carry out his/her responsibilities with due regard to the SIPS policy, organisation and arrangements for Health and Safety at Work

SIPS Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.