



## NEW COLLEGE LEICESTER

### KITCHEN ASSISTANT



#### JOB DESCRIPTION

**JOB TITLE:** Kitchen Assistant Level 1

**GRADE/SALARY:** Grade 1 – Scale 3-6

**HOURS:** 12.5 hours per week, 38 weeks per year

**RESPONSIBLE TO:** Kitchen Manager

**JOB PURPOSE:** To provide a quality and efficient catering service to all customers of the school/college and to take responsibility for the day to day operations of the service.

**Major Objectives:** These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

1. To provide an educational catering service to a diverse range of customers.
2. To undertake all specified duties in compliance with relevant food safety and health and safety legislation.
3. To implement and promote Leicester City Council's and the school/college's policies and procedures relating to all areas of employment and service delivery.

**Summary of Job tasks:** The tasks listed are, generally, only those taking at least 10% of the postholder's time.

1. Prepares or produces or serves as required meals taking into account special dietary and cultural needs.
2. Undertakes the preparation of dining room furniture, cleaning of premises, plant and equipment.
3. Reports accidents, breakdown of equipment and Food Safety and Health and Safety hazards.
4. Undertakes cashier and cash handling duties.
5. Attends training sessions as specified during term-time.
6. Contributes to menu planning and to the overall development of the catering service.
7. Undertakes administration under the direction of the line manager and on the job training of catering staff to ensure compliance with all relevant food safety and health and safety legislation.



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### PERSONAL SPECIFICATION

Job requirements: essential (E) or desirable (D)		E/D
<b>A. Training and education</b>	<ul style="list-style-type: none"><li>Literacy and numeracy sufficient to perform the job tasks</li><li>Knowledge of food hygiene</li></ul>	E E
<b>B. Experience</b>	<ul style="list-style-type: none"><li>Experience of food preparation</li></ul>	E
<b>C. Equal opportunity</b>	<ul style="list-style-type: none"><li>Must be able to recognise discrimination in its many forms and willing to put the Equality Policies into practice.</li></ul>	E
<b>D. Other skills</b>	<ul style="list-style-type: none"><li>Awareness of Health and Safety regulations</li><li>Ability to work on own initiative and to work with others in a team</li><li>Understanding of special needs students</li><li>Good communication skills</li><li>Ability to work under pressure to deliver food within tight timescales</li></ul>	E E E E E
<b>E. Other conditions</b> Including any hazardous or environmentally adverse conditions	<ul style="list-style-type: none"><li>Willing and able to work outside normal hours on occasions</li></ul> <p><b>Must satisfy relevant pre-employment checks.</b> This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Criminal Records Bureau (CRB) Disclosure check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.</p>	E

Element	Level 1	Key Performance Indicators
<b>People Management</b>	None	
<b>Creativity required</b>	Sets up counter to show range of food available. Uses imagination in snack preparation and counter displays to make meals appetising. Assists in preparation and cooking of meals.	Pleasant polite demeanour at all times. Cultural, religious and medical needs of customers are met.
<b>Contacts</b>	Serves meals/snacks to students and school staff. Collects monies. Reports equipment faults, nearing 'use by dates' on products, low levels of stock items to line manager.	Good relationships with all users and providers No complaints Pleasant polite demeanour at all times.
<b>Decision making</b>	Portion control. When to report low stock levels, foods stocks nearing use by dates. Reporting of faulty equipment. Recommends to students what they can buy for their limited money.	Cultural, religious and medical needs met. No complaints
<b>Objectives</b>	Portion control – ensure the service remains within budget. Courteous service is offered	All objectives are met
<b>Resources used or managed</b>	Collecting dinner monies up to the value of £100 daily. Shared responsibility for the use of all kitchen equipment.	
<b>Interruptions and conflict situations &amp; frequency</b>	Interruptions from misbehaving students. Fire alarms. Disruption to work load due to equipment failure.	
<b>Physical effort &amp; IT use required</b>	Lifts tables and chairs when setting up dining room – 40 minutes daily Standing during shift Mops kitchen – daily Scrubs kitchen - twice weekly	
<b>Working conditions</b>	Works within a commercial kitchen with heat, steam, cold stores and freezers. Exposure to heat, noise and smells.	
<b>Risks encountered</b>	Exposure to cleaning/sterilisation chemical substances. Works in a potentially hazardous environment – risk of burns, cuts, slips Injury due to lifting tables and chairs. Occasional abuse from students.	
<b>Knowledge and Skill levels required</b>	Experience of food preparation Experience of cash handling. Awareness of food hygiene and health and safety.	