

## **Job Description**

<b>DIRECTORATE:</b>	Education & Family Support
<b>DEPARTMENT:</b>	Catering Services
<b>POST:</b>	Relief General Kitchen Assistant
<b>GRADE OF POST:</b>	GR02
<b>RESPONSIBLE TO:</b>	Cook/Senior Dining Room Assistant

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### **JOB PURPOSE:**

To assist in the preparation, presentation and service of school meals ensuring compliance with current Health & Safety and Food Safety & Hygiene legislation and policy.

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### **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Food preparation and presentation.
- Service of meals to customers.
- To assist in providing a safe, clean environment to pupils and staff.
- Maintain kitchen hygiene and Health & Safety standards in accordance within the quality assurance standards.
- Receipt and storage of supplies and deliveries.
- Undertake such other duties as required by the Cook/Senior Dining Room Assistant.

### **GENERAL DUTIES**

#### **Health and Safety**

To fulfil the general and specific roles and responsibilities detailed in the [Health and Safety Policy](#)

#### **Equal Opportunities**

To ensure that all activities are operated in accordance with Equal Opportunities legislation and best practice.

#### **Safeguarding**

Protecting children, young people or adults at risk is a core responsibility of all employees. Any concerns should be reported to the Adult Safeguarding Team or Children's IAA Service within MASH.

**Review and Right to Vary**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

**Criminal Records Check**

This post requires a criminal records check through the Disclosure & Barring Service (DBS).

## Person Specification

### Relief General Kitchen Assistant

The following attributes represent the range of skills, abilities and experiences etc. relevant to this position. Applicants are expected to meet the attributes that have been identified as essential.

Attributes	Requirements	Essential	Method of Evaluation/ Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• Previous experience within catering.</li> <li>• Basic Food Hygiene Certificate.</li> <li>• Manual Handling.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Committed to providing a quality service.</li> <li>• High standards of customer care.</li> </ul>		Interview, application form and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Committed to providing a quality service with a high standard of customer care.</li> <li>• Work as part of a team.</li> <li>• Good social and communication skills.</li> <li>• High levels of work attendance and punctuality.</li> <li>• Self-motivated and flexible.</li> <li>• Flexible as working hours may change to suit the needs of the unit.</li> <li>• Ability to communicate through the medium of Welsh.</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Yes</p>	Interview, application form, and selection process.