



JOB DESCRIPTION

Job Title: KITCHEN SERVICE ASSISTANT

Reporting To: CATERING MANAGEMENT TEAM

Main Purpose: To provide service and meals as required to the highest standard whilst upholding nutritional Health & Safety, Fire, Food Hygiene rules and regulations; and to ensure that safe food is served

Main Duties and Responsibilities:

- Carry out all food serving with the correct food portion.
- Check any allergens present in served food with duty Chefs and record on allergen sheet
- Prepare and clear dining areas as required
- Carry out all aspects of cleaning within the department ensuring a high level of hygiene
- Assist with washing up/dishwasher
- Take food temperatures, recording data and alert Chefs if any dishes are not to the required safe temperature
- Laundering of tea towels etc.
- Ensure the removal of waste food and rubbish at appropriate times to designated areas
- Collect & distribute stores and or prepared food & beverages as directed
- To keep high standards of personal hygiene, clean uniform and overall camaraderie within the Kitchen.
- To keep high standards of cleanliness on section where employed, also to assist in any job regarding hygiene or cleanliness asked for by the Catering Management team and Head Chef
- To remove any hazards and make safe any defects in the department or its equipment and report any problems to the Catering Management Team
- Accept requests of overtime outside of normal working hours
- To carry out and assist in the smooth running of the department which may include cover for other Serving Assistants
- To attend all meetings and training sessions as required including Educare online courses.
- Comply with health & Safety regulations, C.O.S.H.H. Regulations, fire policy & report hazards to management.
- Perform any other duties that may be required
- Follow Mayfield Girls School policy in dealing with pupils and staff comments and complaints. (Policy contained in Staff and School handbook in Catering Accounts office)

This list is not exhaustive and you may be asked to carry out other relevant tasks, by management, when necessary.

All duties should be undertaken in accordance with the School's policies and procedures, especially those relating to child protection, code of conduct, and health and safety.

PERSON SPECIFICATION

Skills and Abilities

- The ability to communicate effectively with both colleagues & customers
- High Standard of personal cleanliness & appearance
- General level of fitness
- Suitability to work with children
- Self-motivated. flexible & pro-active

- Reliable, honest and trustworthy
- Able to work under pressure and take direction from the Management Team and Chefs on duty

Experience & Qualifications

- Previous catering/ kitchen experience an advantage.
- Working within a team
- Basic literacy and numeracy
- Basic food handlers certificate an advantage but not essential – full training will be provided

January 2019