**Appendix 1**

**JOB DESCRIPTION**

**POST: Kitchen Assistant (20 hours)**

**RESPONSIBLE TO: Catering Manager**

**JOB PURPOSE:** To provide support in the preparation, cooking and serving of food and beverages plus related catering duties.

**MAIN DUTIES AND RESPONSIBILITIES:**

* To prepare the service area, hot cupboards and other equipment in the dining hall for the efficient and effective service of the meal.
* To assist in the preparation of cooking and serving of food.
* To serve food appropriately, under the direction of the Kitchen Manager.
* To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the kitchen area.
* To clean, on a daily basis, all catering areas to the required standard.
* To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
* To undergo training, both on and off the job, as required.
* To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
* To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
* To rotate between both Main and Sixth Form kitchens
* To work in rotation on all sections of the kitchen including working on the cashless till system.
* To prepare orders for each section and advise when stock running low.
* To undertake any other duties that may be required for the effective operation of the catering establishment.

This list is not exhaustive. Be ready/flexible to work within both kitchens.

October 2025