



JOB DESCRIPTION

POST: Kitchen Assistant (Term time only)

ACCOUNTABLE TO: Head Chef

LOCATION: Holybourne

JOB PURPOSE:

The Kitchen Assistant is responsible to the Head Chef and must be able to liaise with all grades of staff and students as and when appropriate. There will be occasions when you may be required to work in the Dining area.

RESPONSIBILITIES:

KEY TASKS

Cooking

- To prepare salad bars for lunch and evening meal to the required standard for students and staff.
- To prepare sandwich lunches and birthday parties to the required standard as requested.
- To cook and serve vegetables and potatoes as per daily menu to the required standard for students and staff.
- To assist the duty chef as required.
- To prepare students snacks and smoothies as per dieticians instructions
- To assist service in the college café and the cooking of paninis and toasties..

Cleaning

- To adhere to the weekly cleaning schedule.
- To assist the duty porter with washing up and to help in the potwash area as specified by the Head Chef.
- To maintain at all times a high standard of hygiene and cleanliness both personally and in the department.

General Duties

- To participate in catering department training sessions.
- To keep the Head Chef fully informed of any catering matters affecting his/her work.
- To adhere to Health and Safety Regulations and Procedures and Health and Safety at Work Act.
- To ensure compliance with Hygiene Regulations and Procedures; in particular this refers to:
 - Temperature instructions during preparation, cooking and service of food.

- The correct storage and handling of all foodstuffs.
- following a clean-as-you-go procedure
- wearing clean, appropriate work wear at all times

Other duties

- To support the Trust in safeguarding and protecting the welfare of all students.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
March 2022

Person Specification – Kitchen Assistant

MINIMUM	DESIRABLE
Qualifications 1. Willing to train to achieve CIEH Level 2 Award H&S in the Workplace Qualification	1. CIEH Level 2 Food Safety 2. CIEH Level 2 Award H&S in the Workplace 3. NVQ Level 1 Food Production
Skills and Knowledge 1. Able to use kitchen equipment with training 2. Numerate/Literate	1. Basic IT for reading your emails 2. Knowledge of cleaning in a food establishment 3. Awareness of Health & Safety and COSHH issues
Experience 1. Previous catering experience	
Personal qualities 1. A commitment to promoting and safeguarding the welfare of students 2. To be well organised and methodical 3. Flexible 4. Reliable 5. Self motivated	
Physical Requirements 1. Constant physical demand 2. Standing for long periods. 3. Work in low temperatures (+3°C, -18°C), store areas and chilled areas 4. Work in high temperatures and high humidity, cooking and dish wash areas 5. Exposure to noisy machinery 6. Some confined space 7. Pushing Trolleys and assist with deliveries 8. Able to work shifts, between 06.45 – 20.15	
<p style="text-align: center;"><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS</u> All successful candidates will be subject to a Disclosure & Barring Service Check along with other relevant employment checks</p>	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY

If you have not heard from us within **three weeks** of submitting your application please assume you have not been short-listed, however your application will be kept on file for a period of 6 months and if another position becomes available we will forward your details.