

JOB DESCRIPTION

JOB TITLE:	Kitchen Assistant
PLACE OF WORK:	Prescot County Primary School
REPORTING TO:	School Nominated Representative
RESPONSIBLE FOR:	All service areas, wash up, roll/sandwich/food preparation, (cash till operation-where specified)
SCOPE & GENERAL:	To assist the smooth and efficient running of the catering operation

DUTIES

1. Undertake any general food preparation duties as dictated by menu structure and as requested by the cook in charge and/or supervisor.
2. Daily cleaning of restaurant floors, chairs, tables and service areas.
3. Setting up of restaurant and serveries in readiness for Lunch.
4. Merchandising of service areas.
5. Operate dishwasher to clean all dishes, cutlery, cups, and trays.
6. Cleaning of pans and all kitchen utensils/equipment.
7. Operate waste disposal and clean thoroughly at the end of shift.
8. Operate till during service times. (when specified)
9. Serve on the counter, promoting main meals and all products in a polite, friendly and courteous manner and keep counters clean during service.

10. To assist in maintaining the Legal and School's standards of hygiene and safety and take any action as is necessary.
11. Attend all meetings and training courses as required.
12. Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Line Manager and Senior Leadership Team.
13. Ensure hygiene and safety standards are maintained in all work areas.
14. Ensure personal appearance is well groomed at all times.
15. To attend to any reasonable request made by the Senior Leadership Team or Line Manager.

Issued By : Date :

Read and Understood : Date :