



Ashmole Trust

JOB DESCRIPTION

POST TITLE	General Kitchen Assistant
GRADE	Pay Point 12
CONTRACT	1 year fixed contract
RESPONSIBLE TO:	The Head Teacher in all matters and to The Primary Chef Manager.
WORK PATTERN:	30 hours per week, 39 weeks per annum, Monday – Friday 08.00 am – 2.30pm (30 min break)

Employment Duties

The basic preparation of food and beverages e.g. fresh vegetables, salads, snacks, sandwiches and drinks as instructed by the Secondary Chef Manager.

Key Tasks of the Post:

- Simple cooking duties.
- General kitchen and dining room duties e.g. washing-up and the setting up and the clearing away of equipment as well as dining tables and chairs.
- The serving of meals.
- The cleaning of the kitchen and it's surround and equipment.
- To be aware of customer needs.
- Under the direction of the Primary Chef Manager to ensure that food is prepared, cooked and served in a safe manner.
- Under the direction of the Primary Chef Manager to comply with food hygiene legislation and health and safety legislation.

You will be an effective part of the school team, you will:

- Work as part of a multi-disciplinary team.
- Participate in training sessions as required.
- Maintain school policy and procedures.
- To safeguard and promote the welfare of children.

This Job Description is not rigid or exclusive and may be adjusted at any time with the agreement of the Head Teacher to meet the needs of the school.

Post Holder: _____

Head Teacher: _____ Date: _____