**JOB DESCRIPTION**

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| **JOB TITLE:** | Kitchen Assistant |
| **GRADE:** |  |
| **RESPONSIBLE TO:** | Catering Supervisor |

**JOB PURPOSE:**

To assist the Catering Supervisor to ensure that the service provision meets the standard set

by Edsential, in accordance with our Contract. Undertake all duties in accordance with approved work methods and performance rates to ensure compliance within the working time available

# **PRINCIPAL RESPONSIBILITIES**

1. Assist with the provision of food including preparation, cooking and serving of meals, portion control, special diets, allergens and intolerances (where advised).
2. Preparation of the dining areas and service counter.
3. Cleaning of dining, kitchen and staff facilities.
4. To adhere to existing IT working practices and procedures, operate tills (where appropriate) and undertake relevant training and development activities.
5. To follow safe systems of work, maintain appropriate levels of hygiene and safeguarding in accordance with Edsential’s policies, The Code of Practice and Food Safety Legislation to maintain a safe environment.
6. To actively market the service to promote and maintain good relationships with all customers. This may require catering outside the current contracted hours, to include new intake events, parents evening and hospitality catering.
7. Flexible to work within other Edsential units as required

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| NOTE  Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job. | |
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**PERSON SPECIFICATION**

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| **Qualifications** | Core Qualifications in Maths and English |
| **Experience** | Excellent Customer service/relationship building skills.  Understanding of basic health & safety requirements |
| **Job Related Knowledge** | Commitment to maintain high standards of service, food quality & hygiene |
| **Skills and Aptitudes** | Reliable, Punctual, Conscientious, Observant, Flexible, Good communication and organisational skills |
| **Other Requirements** | Ability to take direction.  Ability to prioritise  Flexible to work within other Edsential units as required |
| **Competencies** | Customer Focus  Innovation  Best Value for Money |