

KITCHEN ASSISTANT - FIXED TERM CONTRACT: OCTOBER 2019 – MAY 2020

JOB DESCRIPTION

JOB TITLE:	Kitchen Assistant (Part-Time)
LOCATION:	Elizabeth College Refectory
EMPLOYER:	Elizabeth College
RESPONSIBLE TO:	Chef Manager
HOURS:	0800 - 1500 Monday to Friday Term time only + 1 INSET day during the period Occasional out-of-hours as required

Introduction:

This is primarily a food production post requiring a high level of customer service skills.

Position Summary:

This role is particularly focused, but not solely, on the provision of an additional till to sell drinks and take-away cold meals such as baguettes, sandwiches, salads and wraps, which includes the production of these items as well as the selling of them. However, this role remains interchangeable throughout the Refectory and also at the Acorn House Kitchen.

Food Production

- The Kitchen Assistant must have proven skills to make fresh food across the range of field banquettes, wraps, sandwiches, cakes and biscuits as well as preparing fresh fruit salads.
- The Kitchen Assistant must be fully capable of innovative skills across this range, and should be able to make and prepare the fillings within the food outlined above.
- This food production must be done in full compliance of food hygiene procedures, although further training will be provided.

Customer Service

- The Kitchen Assistant will be required to operate a customer served till with a cashless card system. They should therefore be swift and competent till operators.

- The Kitchen Assistant should also have outstanding customer service skills, in terms of dealing with a wide range of staff and pupils.
- The Kitchen Assistant should also be able to confidentially recognise and respond to any staff or pupils with food allergies.

Wider Duties and Responsibilities of the Role:

1. To assist with food service on the counter in a professional manner
2. Accurate operation of the cashless tills (see below under Customer Service)
3. Washing-up either in the pot wash or main dishwashing area
4. Setting tables, filling water jugs, replenishing the cutlery and trays etc both before and during periods of service
5. To clear dirty trays from the trolleys and scrap food in the appropriate area
6. To maintain the cleanliness of all light and heavy equipment in accordance with training to ensure the tidiness and cleanliness of the Refectory and to protect against contamination of food
7. To remove all waste from production and service areas as required to the appropriate disposal point
8. Cleaning tables, floors and counters etc both before, during and after service where required
9. Limited food or drink preparation in accordance with Food Hygiene and other policies in force and training received
10. To ensure that food allergy and intolerance contamination risks are minimised or eliminated wherever possible through compliance with policies and training received
11. To attend key professional training including, but not limited to, Child Safeguarding, Food Hygiene, First Aid and Fire Awareness, as agreed with the Chef Manager
12. To adhere to all Health & Safety directions as given by the Chef Manager at all times

13. To support all team members in carrying out daily tasks and to work at all times with consideration for the safety and wellbeing of colleagues and pupils
14. Other such duties as may be reasonably expected of the role as directed by the Chef Manager, including providing support at other kitchens operated by Elizabeth College when required.

The job description may be varied from time by mutual consent.

October 2019

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Date