

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH107	Grade B
Job Title :	Kitchen Assistant (Special school)	
Main Job Purpose :	Preparation of dining area, serving lunch and clearing area after lunch	

Main Duties	
1.	To assist with the preparation of food and beverages, ie preparation of vegetables, snacks, salads, drinks, etc.
2.	To serve meals
3.	To carry out cleaning tasks within the kitchen and dining room environment, i.e. surrounds and equipment
4.	To 'set up' the dining room and clear tables and equipment, as necessary
5.	To help with washing up, as necessary
6.	To maintain a general awareness of the progress of cooking.
7.	To ensure that the kitchen is left clean, safe and secure at the end of the shift
8.	To be aware of, and work within, standards of Health and Safety (including hygiene)

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.

Creativity and Innovation (i.e. Problem Solving)

The work is fairly routine which involves little opportunity for creative or innovatory thinking

Key Contacts And Relationships

Cook or Catering manager Pupils Teachers	Work allocation etc. Serving Meals Information exchange
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Decision Making

Work is carried out within clearly defined rules or procedures. Advice is available if required.

Resources

The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment

The jobholder works in a kitchen of a residential special school. The physical demands are commensurate with cooking duties. i.e. standing for most of the working time and manual handling of equipment. There is regular noise from the pupils.

Knowledge and Skills

The jobholder needs the ability to undertake comparatively basic tasks. A certificate in Food Hygiene is required.