

Kitchen Assistant Job Description

Responsible to:	Kitchen Porter Supervisor/Kitchen Manager
Works closely with:	Dining and Beverage Services Manager, Deputy DBS Manager and Front of House Supervisors
Department:	Catering
Hours of work:	40 per week to be worked as a shift pattern with evening and weekend work

Specific duties

Cleaning of equipment

- To undertake and deliver thorough cleaning of kitchen pots, pans, and cooking utensils.
- Load the dish washing machine with crockery and cutlery items; operate unload and stack away after each completed cycle.
- Empty and clean utensil dishwasher after every service.
- To ensure all crockery and cutlery is polished to expected standards and put away correctly.

Cleaning and tidying

- To adhere to all cleaning schedules in place, as agreed by the Head Chef/Kitchen Manager and adhere to the COSHH system.
- Maintain the cleaning schedule.
- Use appropriate chemicals for cleaning.
- Empty and dispose of waste food bins and all kitchen rubbish to include cardboard, waste paper, bottles and recycling.
- Ensure the cleanliness and tidiness of food stores, fridges and corridors.
- Ensure kitchen floors are kept clean and safe at all times.
- Maintain cleanliness and tidiness of bins.

General Kitchen tasks

- Ensure all kitchen towels/paper rolls are replaced when required.
- To support the Storeman with putting stores away, when appropriate.
- To support the chefs with plating of meals and basic veg preparation.
- To ensure that bins are used correctly i.e. recycling and food waste.

Hygiene, Health and Safety

- Ensure all hygiene, health and safety standards are adhered to and the College's Health & Safety policy is complied with.
- Demonstrate a consistently high standard of personal cleanliness and appearance.
- Ensure that all faults are reported as necessary to the Head Chef/Kitchen Manager or Catering and Conference Director.
- Wear correct uniform and follow personal hygiene rules.

Security

- Maintain all aspects of on-site security and ensure all relevant instructions are followed.

The above is not an exhaustive list of duties. The post holder may be asked to take on different tasks as required, commensurate with the level of the role. All employees are expected to work collaboratively to support the overall work of the College.

Person Specification

Personal qualities:

- Hardworking, honest, reliable and discreet.
- Methodical and thorough in all tasks undertaken.
- Ability to achieve and maintain a high standard of cleanliness and hygiene.
- Willingness to adopt a flexible approach to tasks.
- Ability to work as a team member.

	Essential	Desirable
Qualifications	Good spoken English	Basic food hygiene
Experience	Experience in similar role	Food preparation skills
Special requirements	Weekend and evening work / shift patterns	Manual handling training due to physical requirements of the role (training can be provided if required)