



Job Description

Job Details:

Job Title: Kitchen Assistant
Reports to: Head Chef, Nursery Cook
Leadership of: None

Job Purpose:

The role of the Kitchen Assistant is to support the Chef/Cook in preparing and cooking the Company Menu in line with company policy whilst maintaining excellent standards of cleanliness and compliance with the Food Standards Agency.

To support the Chef/Cook to achieve 5* Environmental Health Inspections.

Summary of Responsibilities

Kitchen:

- Keep the kitchen a clean and safe environment for the children in our care
- To maintain high standard of cleanliness and food hygiene
- To make sure you meet the legal and Company requirements for fire, safety, health and hygiene at all times and necessary paperwork is completed
- Take responsibility to make sure all dietary requirements are catered for, clearly labelled if there is a dietary requirement and clearly communicated to staff teams every mealtime
- Support with other activities at the nursery e.g. Summer Fete's, Children's Cookery Clubs, Winter Fairs etc.
- Understand the importance of keeping everyone safe and the part you play in this
- Demonstrate a proactive approach, using your initiative and showing resilience to take responsibility for getting tasks done
- To support the Chef/Cook in preparing and cooking enough age appropriate food for all children on a daily basis with minimal wastage

Performance Requirements:

- To support, promote and implement policies as appropriate in your job role
- In the absence of the Chef/Cook, take responsibility for inspections relating to the kitchen area
- To ensure all paperwork is completed and checked on a weekly basis in the absence of the Chef/Cook

Health & Safety

- Comply with health and safety legislation
- Remain aware and observant of all health and safety issues in the kitchen and nursery, where possible reducing the risk of an accident occurring through preventative actions
- Maintain the highest standards of cleanliness/tidiness within the kitchen
- Carrying out health and safety checks as outlined within Company Policies and Procedures
- Being aware of the outcome of risk assessments and fully implementing the specified controls

Selection Criteria

Knowledge, Skills & Experience



- Minimum Level 2 food safety qualification (will be provided)
- Demonstrable experience of working in a kitchen is desirable
- A detailed understanding of the Safer Food, Better Business procedures and standards is desirable

Person Specification

- Good communication skills are essential, both verbal and written.
- Good organisational skills, along with the ability to manage own workload with limited supervision
- Ability to cope with change in a fast paced environment
- Ability to work under pressure and with ever changing priorities

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.