



JERSEY COLLEGE FOR GIRLS

JOB DESCRIPTION

Job Title:	Kitchen Assistant
Responsible to:	College Chef
Grade:	MW2
Hours:	27.5 hours per week, term time only

The aim of all posts at the College is to sustain and improve the quality of learning of the students in the College. Teachers and Support Staff work with the Principal, Vice Principal, Assistant Head teachers and other Senior Staff to promote educational opportunities, equality of opportunity and a quality working environment for both staff and students.

Job purpose

To support the Chef and kitchen staff by ensuring cleaning jobs are carried out effectively to ensure the canteen produce high quality, nutritious food for all customers.

Specific responsibilities

1. Washing up of crockery and utensils, pots, pans and other equipment ensuring high standards of hygiene in the kitchen and Dome areas.
2. Cleaning of cupboards, walls and floors, wipe down of tables, cleaning of all work surfaces and kitchen working and storage areas ensuring that all areas are made ready for use and remain up to the required standard.
3. Sweeping and mopping of kitchen and Dome areas including floors and walls. Sanitisation and cleaning of fridges, freezers, display equipment, stoves, ovens and fryers.
4. Checking of stock for and rotating to 'best before dates'. Reporting any anomalies to the Chef.
5. Refilling display fridges with produce i.e. drinks, ice-creams, sandwiches, wraps, fruit and other produce. Refill display shelves with snack items and other items offered for sale.
6. Use the till system to record sales to customers.
7. Assist with food preparation, as required, ensuring correct and appropriate storage of food items.

8. Regular deep cleaning of the kitchen and equipment when required by the Chef.
9. Undertake training as and when required. Do the basic food hygiene course to achieve a Food handling hygiene certificate.
10. Carrying out all reasonable requests of the Chef and Principal.

Additional Information

The Kitchen Cleaner can be called out of work hours to assist with functions at the school.

Person specification

An ideal candidate for this post will:

1. Have proven skills, be hard working, have the ability to relate to and deal positively with students and staff.
2. Be flexible, have the ability to work under pressure and to respond positively to unforeseen circumstances.
3. Have a general education.
4. Have knowledge of the health and safety regulations relating to a kitchen.

This job description is subject to review to ensure it meets the needs of the College.

Post holder: **Date:**

Principal: **Date:**