

West Town Lane Academy



WEST TOWN LANE
ACADEMY

JOB TITLE General Kitchen Assistant

GRADE WTL Grade 4

MANAGED BY Kitchen Manager

Purposes of the Job

To assist in the preparation of meals.

To set up and clear dining areas for children.

To serve food to children.

To ensure kitchen area and equipment is left in a clean and safe manner.

Key Job Outcomes

General duties will be determined by the kitchen manager but include:

- preparation of foodstuffs and basic cooking;
- washing up and general kitchen duties;
- cleaning of the kitchen according to established guidelines;
- serving food, ensuring that children are helped to make a balanced choice and the correct portion control is made;
- clearing the tables & chairs at the end of lunch break;
- following health & safety laws and guidance, working to food hygiene standards;
- undertaking training to support the role;

This job description sets out the key outcomes required. All academy staff must abide by clear safeguarding procedures, and are subject to criminal records checks.

General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy and codes of practice.
- B. Work in compliance with the Codes of Conduct and policies of West Town Lane Academy.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.

Headteacher: J Hughes

Date of Job Description: September 2018