



Cheshire West and Chester

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

CHESHIRE WEST AND CHESTER

JOB DESCRIPTION

JOB TITLE:	KITCHEN ASSISTANT
SERVICE:	CHILDREN AND YOUNG PEOPLE SERVICES
GRADE:	2
JOB REF:	AAAF7123
JOB REPORTS TO:	Business Manager

BASIC JOB PURPOSE

To undertake, normally under supervision, the preparation, simple cooking, serving and clearing away of food and general cleaning

	MAIN RESPONSIBILITIES
1	Basic preparation of food and beverages including simple cooking.
2	Transporting and serving of meals.
3	General kitchen and dining room duties e.g. washing up, setting up and clearing away of equipment/tables.
4	General cleaning of kitchen, surrounds and equipment.
5	Receive payment for meals and give appropriate change using electronic till as necessary.
Notwithstanding the detail in this job description, in accordance with the Council's Flexibility Policy the job holder will undertake such work as may be determined by the Director/Corporate County Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Cheshire West and Chester.	

OCCASIONAL TASKS

Additional cleaning days required during the main school closure periods.

The jobholder works as a member of a kitchen team with other kitchen assistants and under the supervision of a Catering Supervisor. All responsibilities are shared with other kitchen assistants but may not necessarily be exercised daily as a rota system of tasks is in operation in most kitchens.

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: KITCHEN ASSISTANT -

GRADE: 2

DEPT/SERVICE: CHILDRENS AND YOUNG PEOPLES SERVICES

JOB REF: AAAF7123

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications		Food Hygiene Certificate NVQ in Catering	Interview
Experience		Catering Experience Working in schools	Application form References Interview
Job Related Knowledge		Knowledge of Healthy food standards	References Interview
Skills and Aptitudes	Good team member and communicator. Good manner dealing with children		References Interview
Other Requirements	Able to manage time and tasks effectively. Ability to attend training courses in holidays. Professional and hygienic. appearance. Willing to work across Cheshire West and Chester.		References Interview

Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.