

Job Description

Department	Catering/Kitchen	Division	Pensby Primary School	
Position	Level 1 Facilities (Kitchen Assistant)		Grade	Band B
Reporting to	Cook in Charge, Cook Supervisor, Catering Manager			
Direct Reports	None			
<p><u>Job Purpose</u></p> <p>Undertake, assist and support the preparation, cooking and the serving of food in Pensby Primary School Kitchen.</p> <p><u>Key Tasks</u></p> <ol style="list-style-type: none">1. Assist in the preparation, cooking and serving of food and beverages2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times3. Operate kitchen equipment, following training4. Undertake cleaning and washing up as directed in the kitchen and dining areas5. Refill and replace sauces, condiments and other consumables.6. Transporting and serving meals7. To perform other duties considered reasonable, that are commensurate with the grading and designation of the post <p>Individuals in this role may also undertake some or all of the following:</p> <ol style="list-style-type: none">1. Assist with moving and setting up dining furniture2. Attend all meetings and training courses as required. <p>Maintain high standards of personal hygiene, reporting any stomach disorders or infections of self or close family to Catering Manager.</p> <p>Ensure personal appearance is in keeping with the school's uniform policy.</p> <p><u>NOTE:</u></p> <p>This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a definitive statement of procedures and tasks but sets out the main expectations of the Service in relation to the post holder's responsibilities and duties.</p>				

Employees signature

Date

Issued by:

SBM KRIS GORBERT

Date: May 2025