 **CREATE LEARNING TRUST**

 **JOB DESCRIPTION**

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| JOB TITLE: | After School Club Kitchen Assistant  |
| REFERENCE: | CLTKA002 |
| GRADE: | Grade 2 |
| RESPONSIBLE TO: | Club Leader |

JOB PURPOSE

To undertake, the preparation, simple cooking, serving and clearing away of food and general cleaning.

# PRINCIPAL RESPONSIBILITIES

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| 1 | Assist with the basic preparation of food and beverages including simple cooking. |
| 2 | Serving of meals with portion control in mind. Awareness of special diets, allergens and intolerances (where advised). |
| 3 | General cleaning of kitchen, surrounds and equipment and washing up. |
| 4 | Undertake relevant training and development activities when appropriate. |
| 5 | To follow safe systems of work and maintain a safe environment. To maintain appropriate levels of hygiene and safeguarding in accordance with the Trust’s policies. |

NOTE

Notwithstanding the detail in this job description, in accordance with Create Learning Trusts Flexibility Policy the job holder will undertake such work as may be determined by the CEO/Headteacher from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Trust.