# CYNGOR SIR *POWYS* COUNTY COUNCIL

## JOB DESCRIPTION

**Position Title:** **General Kitchen Assistant Level 1**

**Position Number:** **MCC2935**

**JE Code:** **LES336**

**Service:** **Catering and Cleaning**

**Location/Work Base:** **Crickhowell High School**

this is a place based worker position and therefore the post holder will be required to work from a specific base, as identified

**Grade:** **Grade 2**
**Point 3**
**£25,614 per annum pro rata**
**£13.27 per hour**

*Powys County Council currently applies a discretionary real living Wage supplement to all employees earning less than £13.45 per hour*

**Contracted hours:** **22.5 hrs per week (4.5 hrs Mon - Fri) 38 weeks per annum, Permanent**

**Reporting to:** **Cook or Area Management Team**

**Responsible for:** **None**

## Summary

**About the role:**

To assist the Cook in Charge in normal kitchen duties for the preparation, cooking and serving of food and drinks to the standard as laid down by Powys Catering Services. Compliance to nutritional standards as per the Healthy Schools in Wales measure 2013. To positively support and promote the Catering Service and its aims and objectives daily.

**About you:**
You must understand food safety.
Have you good understanding of the importance of food control
Food Safety Certificate level 2 is essential

**What you will do:**
Help to prepare meals.

Help set up and remove tables and chairs the dining area ready for meal time.
Keep the kitchen clean and tidy during meal preparation.
Wash cutlery and kitchen utensils.

If you have any questions about the role, please contact:
Area Catering Manager Nicola Dix 01874 620524

**Your responsibilities will be:**

1. To comply with the Food Safety Act at all times and Powys Catering Services Policies and Procedures including the Hygiene and Hand washing Policy. Ensure good standards of safe working practices at all times

2. Assist with stock control, storage, preparation, cooking and may be requested to assist with transportation of meals on a voluntary basis and serving of meals on and off site, to the requirements of the service.

3. Assist with preparation of the dining area for service, including the setting up and removal of tables and chairs for meals and the clearing and cleaning afterwards. Set up the servery in time for the service.

4. Assist with serving meals that are compliant with Welsh Government nutritional and budget guidelines maintaining portion control, including special diets

5. Maintain accurate records as required both manually and electronically

6. To wash up crockery, cutlery and kitchen utensils and associated light equipment / cooking utensils as required. Assist with maintaining a clean kitchen by regular cleaning of all equipment, bin areas, storerooms and ancillary areas and daily cleaning in line with the kitchen cleaning schedule

7. Attend all relevant training when required (which maybe outside of core hours or online training as instructed)

8. Maintain good standards of work by:
   - reporting any faulty equipment as per procedures
   - taking and recording accurate temperatures
   - good hygiene practices are maintained
   - ensuring a safe working environment

9. To wear all work issued clothes / shoes

**DBS:**

Because of the nature of the work involved, the post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). This position has a requirement for an Enhanced DBS Check, this position is classed as regulated activity under the Safeguarding of Vulnerable Groups Act 2006 as amended by the Protection of Freedoms Act 2012 and will

be subject to a check to the list of those people barred from working with children.

- **Health and Safety Statement:**
  To co-operate with their employer and follow health and safety advice and instructions

- **Equalities Statement:**
  To abide by the principles and practice of equality of opportunity as laid down in the Council's Equal Opportunities Policy

- **Welsh Language Requirement:**
  Welsh language skills are desirable

**NOTE;**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Manager from time to time, up to or at a level consistent with the 'Principal Responsibilities of the Job'.

# PERSONAL SPECIFICATION

Do you think you're the right person for the role? Then, demonstrate you meet the following criteria in your application.

## Experience

### Essential

- of meeting deadlines and ensuring food safety

### Desirable

- Of working in a similar environment to strict deadlines
- In the use of catering equipment
- Of portion controls

## Knowledge

### Essential

- Understanding of the Food Safety act
- Understanding of Health & Safety

### Desirable

- Of menu and recipe requirements
- School meals
- An understanding of healthy eating, nutritional standards and special diets
- An understanding of allergies

## Qualifications and Training

### Essential

- Ability to obtain Food Safety Certificate level 2 is essential
- Ability to achieve Manual handling training
- Ability to work within set portion controls
- Ability to attend training outside of core hours

## Personal Qualities

### Essential

- Good communication and interpersonal skills
- Ability to work as part of a team
- To have a flexible approach to the times of the working day in emergencies

## Skills

### Essential

- Reading and writing skills are essential
- Ability to record data accurately both manually and electronically
- IT skills
- Ability to comply with all levels of confidentiality
- Ability to demonstrate job tasks to staff
- Ability to undertake the physical demands of the position

- Able to respond to peaks in workload, meet deadlines and deliver the required service

**Desirable**
- Driving license and ability to drive a van

Welsh language skills are desirable

**Recruiting manager:** Cheryl Leighton
**November 2015**

## Our values:

**Professional**
Whatever role we play in the council, we act with professionalism and integrity

**Positive**
We take a positive attitude in all we do

**Progressive**
We take a proactive and responsible approach to planning for the future

**Open**
We keep each other informed, share knowledge and act with honesty and integrity

**Collaborative**
We work constructively and willingly on joint initiatives

## How to apply

You will need to complete the online application, it's simple, just follow the process step by step.

**Top tips**:
- Read the Job Description and Person Specification carefully and evidence that you meet all of the essential criteria in your supporting statement.
- Sell yourself and where possible give examples
- List your qualifications that are relevant for the position, as detailed in the person specification.
- Ensure one of your referees is from your most recent employer or if this is your first job why not ask a school teacher or tutor, just ensure you know them at a professional level.
- Be honest Tell us about any gaps in your employment history
- Complete the application in full

## Next steps

The closing date for applications is 18/11/2026.
Once submitted we will email you to let you know we've received your application.

We will be shortlisting the applications on 20/11/2026. We will email you either way if you have been successful. So, keep an eye out in your inbox!

The interviews will take place on 24/11/2026.

We wish you luck with your application.