



Job profile

Service and job specific context statement

Directorate:	Central Services
Service:	Strategic Resources
Post title:	General Kitchen Assistant
Grade:	A
Responsible to:	Catering Manager
Staff managed:	None
Date of issue:	January 2015
Job family:	OS - Operational Support

Job context

North Yorkshire County Caterers is part of Central Services providing a catering service to primary and secondary schools in North Yorkshire.

This role involves spoken communications so a confident use of English language is required.

Job specifics

- North Yorkshire County Caterers is a 'fresh food' organisation encouraging children and young people to choose healthy food with the aim of increasing the uptake of school meals
- The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace.
- An enhanced Disclosure Barring Service (DBS) clearance is required for this post.
- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service
- Serving meals to children, young people and staff
- Be responsible for promoting and safeguarding and welfare of young people that you come in to contact with
- Engage with children and young people at service time
- Support children and young people in developing good dietary habits
- Listen actively and respond to concerns of children and young people
- Communication and teamwork with school colleagues other practitioners and professionals

Structure

Structure charts reflect the two operating arrangements – one in secondary schools, one in primary schools



General Kitchen
Assistant- Secondary



General Kitchen
Assistant - Primary



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Job Description

Directorate:	Central Services
Service:	Strategic Resources
Responsible to:	Catering Manager
Staff managed:	None

Job purpose	The core focus of this job is to assist the line manager in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
Operational management	<ul style="list-style-type: none"> Carry out basic food preparation tasks, for example, weighing-up food, preparing, fruit and vegetables, making sauces and removing items from ovens, prior to service. Serving meals customers Tidying up the kitchen and dining room and carrying out cleaning and washing up duties Sweeping and mopping floors Removing waste and rubbish to the designated area
Communications	<ul style="list-style-type: none"> Oral communication with the line manager in relation to carrying out duties Reporting to the line manager and alerting other members of staff to potential hazards in the kitchen. Promoting the catering service to all customers including parents and pupils by taking part in activities designed to increase meal uptake
Resource management	<ul style="list-style-type: none"> Assist the line manager in the care and maintenance of equipment including reporting faults etc. The efficient use of services such as gas, electricity and water
Systems and information	<ul style="list-style-type: none"> Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> The Food Safety Management System The Kitchen Manual The COSHH Manual The Risk Assessment Manual
Strategic management	<ul style="list-style-type: none"> Attend training courses as required including: <ul style="list-style-type: none"> Food Hygiene Health and Safety
Safeguarding	<ul style="list-style-type: none"> Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with



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Person Specification	
Essential upon appointment	Desirable on appointment
Knowledge <ul style="list-style-type: none"> Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating Knowing and understanding the importance of good personal hygiene 	<ul style="list-style-type: none"> Level 1 Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> Working in a catering establishment carrying out basic catering tasks
Occupational Skills <ul style="list-style-type: none"> The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties Be reliable, dependable and have a smart and tidy appearance Be able to work as part of a team The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. 	<ul style="list-style-type: none">
Other Requirements <ul style="list-style-type: none"> Enhanced DBS clearance 	<ul style="list-style-type: none">
Behaviours	Link

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.