



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Job Description

GENERAL KITCHEN ASSISTANT

Grade: 1
Hours: 12.5 Hours per week over 5 days, TTO + 2 days, Permanent
Location: St Leonard's Catholic School
Reports to: Catering Manager

Job Purpose

- To work in the school kitchen and the other catering outlets here at St Leonard's Catholic School. You will be required to prepare in advance for service, serve over mid-morning break and lunchtime, and clean down after service.

Main Duties and Responsibilities

- Carry out basic food preparation tasks.
- Use kitchen equipment, as directed by your supervisor.
- Serve during mid-morning break and lunchtime.
- Wash crockery and utensils, and complete daily cleaning tasks in kitchen areas.
- Comply with Health & Safety and Hygiene regulations.
- Complete HACCP documentation on a daily basis.
- Report problems and issues, such as failing equipment and Health & Safety hazards to your Supervisor.
- Communicate effectively with staff and students within the school.
- Accept training to enable safe completion of duties.
- Carry out other duties as may reasonably be required from time to time.

Additional Information

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

27/4/21