

**Crowmoor Primary School
JOB DESCRIPTION**

JOB TITLE: Kitchen Assistant

Grade: 3

HOURS: 10.25 hours per week

WEEKS PER YEAR: 44.39 week per year

Contract: Permanent

Main Purpose of the Post

The postholder will be responsible for carrying out basic cooking and cleaning duties in the kitchen and dining areas. The postholder will report directly to the cook in charge.

Key Responsibilities and tasks

- Assisting in the preparation and cooking of food and beverages
- Assisting in the service of meals
- Washing-up and cleaning the kitchen, its surrounds and equipment
- To undertake training as and when required
- To ensure that your own knowledge on health and safety and the risks in relation to cooking activities are kept up to date

The duties detailed within this document are illustrative and you will be expected to undertake reasonable additional duties when requested. Crowmoor School is a designated non-smoking workplace. There is a requirement that staff maintain a professional dress code and that ID badges will be worn and will be on show.

Extra hours may be required depending on the needs of the kitchen.