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| Title of Post | Kitchen Assistant |
| Job purpose | Support the catering team in the day-to-day cleaning of the kitchen and supervision of the dining room. |
| To whom the postholder reports | The postholder is responsible to the: <ul style="list-style-type: none"> • Catering Manager • Deputy Catering Manager • The Principal in all matters • The Governing body in the Principal's absence. |
| The postholder may offer guidance and support to: | Teaching staff and support staff |
| Duties and responsibilities specific to the post | <ul style="list-style-type: none"> • Preparing the dining room in accordance with good practice. • Supervision of students in the dining room. • Ensuring that the dining room is cleared during service and tidying up undertaken. • Cleaning the kitchen, surrounding areas and equipment to ensure the kitchen cleanliness is maintained at a high level. • Washing up of dishes and other preparation equipment. • Regularly check kitchen equipment (e.g. mixers, fryers, utensils and work surfaces) to ensure all equipment is hygienic and in safe working order. • Maintain a safe working environment. • Basic preparation of food. • Checking and recording of temperatures. • Attend training courses as required. • Comply with Health & Safety, Fire Regulations and other relevant college policies. |
| Generic duties and responsibilities | <p>UCC staff expectations:</p> <ul style="list-style-type: none"> • Consistently demonstrate the UCC core values <i>Respect, Honesty and Kindness</i> • Demonstrate a positive, 'can-do' attitude • Through your work in the department and the wider school, contribute towards establishing the conditions in which everyone at UCC can thrive • Take professional pride in performing all aspects of your role to a consistently high standard • Follow all UCC policies and guidelines accurately <p>Safeguarding</p> <ul style="list-style-type: none"> • Follow the UCC Child Protection and Safeguarding policy accurately <p>Collaborating with colleagues</p> <ul style="list-style-type: none"> • Promote a creative and collaborative working environment • Create, maintain and enhance effective relationships. <p>The duties and responsibilities detailed within the job description should be supplemented by those accountabilities, roles and responsibilities common to all member of the college community.</p> |
| Hours | Monday – Friday, 11:30 – 3:00, 17 ½ hours per week Term time only + 1 week |
| Salary | Scale 1 £7,023 (actual salary) |

Person Specification

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| Essential | <ul style="list-style-type: none">• Ability to work in a team.• Ability to work to tight deadlines.• Good planning and organisational skills.• Ability to organise own workload. |
| Desirable | <ul style="list-style-type: none">• Previous experience of working in a busy kitchen |