

# **CATERING/ KITCHEN ASSISTANT/OFFICER**

## **Identifying Facts**

Current Job Title: Catering/Kitchen Assistant/ Catering Assistant/ Catering Officer

Service Sector:

Organisational Relationships:

Line Manages: -

Qualification Requirement: -

## **Job Purpose**

To assist with the day to day running of the kitchen which include helping with the preparation and serving of meals to staff/ customers/ pupils.

## **Major Tasks**

1. Kitchen Duties
2. Cleaning duties
3. Health and Safety/ Record keeping
4. Serving food

## **Main Activities**

### **1. Kitchen duties**

- 1.1. Switching on electrical appliances (e.g.: cooker, oven, hot plate, and dishwasher) at the beginning of each shift.
- 1.2. Producing and preparing food complying with the menu and in accordance to food hygiene standards. This task may includes:
  - Peeling and cut potatoes
  - Peel, slice/dice vegetables
  - Boiling eggs/potatoes
  - Preparing salads
  - Grating cheese with a manual grater
  - Mashing boiled potatoes with a masher
  - Liquidising vegetables and main meals with a food liquidiser
  - Preparing sandwiches

- 1.3. Checking and keeping records on fruit and vegetables deliveries and store them appropriately (e.g.: by ensuring it is used in rotation).
- 1.4. Checking and recording fridge temperatures.

## **2. Cleaning duties**

- 2.1. Ensuring the kitchen and surrounding areas are kept clean at all times (e.g.: cleaning worktops after use).
- 2.2. Washing up manually and by machine (cups, mugs, dishes, utensils, etc) as they are used throughout the day.
- 2.3. Cleaning and sterilising kitchen appliances and kitchen/dining room areas with appropriate cleaning products as specified by Supervisor and complete daily/ weekly checklist at the end of each shift. This task includes:
  - Cupboards
  - Kitchen/ dining/ meeting room fridges
  - Hot plate
  - Window sills, doors and ledges
  - Cookers/ Hob
  - Worktops
  - Microwave
  - Oven
  - Grill
  - Dishwasher
  - Kitchen trolleys
  - Tables and chairs
  - Bathroom area
  - Hall/ kitchen floor (brushing and mopping)
- 2.4. Emptying bins and replacing bin bags and filling up roll bin.

## **3. Health and Safety/ Record Keeping**

- 3.1. Being up-to-date with current Policies and Procedures by checking the intranet.
- 3.2. Measuring foods temperatures and record this on appropriate form specifying whether food is cooked from fresh or re/heat.

3.3. Check and record temperatures of all fridges and freezers on appropriate form.

#### **4. Serving food**

4.1. Setting up tables before lunch time (if required).

4.2. Dishing up and serving lunches.

4.3. Prepare trolleys with snacks and beverages as and when required.

4.4. Interacting with staff and pupils once lunches have been served and ask them for feedback. If there are any issues, notify Line Manager.

#### **This role may also include:**

5. Covering for staff absence within the same role as and when required.

6. Monitoring vending machines operation, which entails:

- Stocking up: fill each display with items making sure the products do not become inter-tangled with the vending mechanism.
- Collecting the money: count money and check that the amount reconciles with the transaction log. Once accounted, sign in money and place it in a safe accompanied by supervisor.
- Cleaning: keep the vending machine in good order, clean and tidy and free from rubbish.

7. Doing the laundry which entails operating industrial washing and drying machines following the manufacturer's guidelines and collecting, washing, drying and folding different items (tea towels, pool towels and clothes).

8. Filling up jugs with boiling water for children tube feeds and bring it to Nurses room.

9. Collect mugs, jugs and food from the main Kitchen cupboards/ fridge (e.g.: biscuits, fruit, butter, milk), place them in a trolley and take up to dining/ meeting room at the beginning of each school day.

10. Emptying fridges from dining/ meeting areas and put food back into the main fridge at the end of each school day.

11. Assisting staff in decorating the dining room for special occasions (e.g.: Christmas, Halloween).

12. Receiving cash in exchange of items sold (e.g.: sandwiches, beverages) and follow cash handling procedures (e.g.: keeping records of purchase, counting money, submitting paperwork to Administration Department).

**Applicable for all roles:**

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

**Agreement**

Job holder: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Management Representative: \_\_\_\_\_

Name (Line Manager): \_\_\_\_\_

Date: \_\_\_\_\_

Trade Union Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_