# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Kitchen Assistant

# Department:

# Grade: [Single Status 2](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to:

# Responsible for:

# Purpose of the Role:

To assist the preparation, cooking and serving of hot and cold meals and undertaking cleaning of the kitchen and dining area in accordance with agreed schedules/rotas.

# Key tasks:

1. Undertake basic food preparation.
2. Undertake general kitchen and dining room duties e.g., laying and clearing of tables, washing up etc.
3. Make and serve hot drinks.
4. Undertake general cleaning within the kitchen and dining room areas e.g., cleaning work surfaces, floors, cupboards.
5. Clean kitchen equipment e.g., cookers, fridges.
6. Empty food waste bins.
7. Undertake other general light housekeeping duties e.g., defrosting fridge/freezers.
8. Complete any associated paperwork.
9. Participate in the process of Personal Development Plans and annual staff appraisal.
10. Work flexibly to meet the needs of the service. This may include early evening and/or weekends.
11. Willingness to participate in any relevant training e.g., food hygiene.

# PERSON SPECIFICATION

# Essential education and qualifications

* Level 2 food preparation related qualification or willingness to complete Commis Chef (level 2) apprenticeship which will be funded by the Council.

For more information on apprenticeships and the training available for this position please visit our [apprenticeship page](https://www.eastsussex.gov.uk/jobs/apprenticeships/) on our website.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to work on own initiative to the required standards.
* Able to communicate effectively.
* Assist with maintenance of stock records, temperature charts.
* Able to understand instruction manuals and Health & Safety guidance.
* Able to prepare hot drinks.
* Ability to serve, prepare and assist with cooking under supervision of the cook.
* Ability to carry out kitchen cleaning to a high standard.
* Ability to work flexibly and as part of a team.
* A willingness to adhere to Departmental regulations, which include those on Health & Safety and manual handling.
* A courteous and respectful approach towards the people that use the service.

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Basic food hygiene certificate.
* Kitchen experience

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | No |
| Lone Working | No |
| Working at height | Yes |
| Shift / night work | Yes |
| Working with hazardous substances | Yes |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | No |