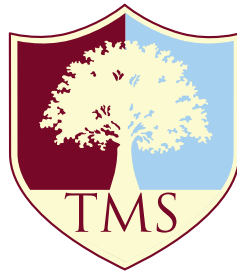


TOCKINGTON
MANOR SCHOOL



Job Description - Part Time Kitchen Assistant (Saturday mornings 8:30am to 2:30pm, term-time only)

Job Title:	Part Time Kitchen Assistant
Reports to:	Cook in Charge
Main Responsibilities:	Responsible for working as part of a team to provide high quality meals for children and staff.

Main Duties:

- A food hygiene certificate must be held or can be provided by Tockington Manor School if needed.
- Abide by school policies with regard to Health & Safety and pupil well being
- Ensure Food Hygiene rules are adhered to at all times
- Assist with preparation of meals for children and staff
- Lay tables ready for meals
- Serve/help serve meals
- Wash up and sterilise all items used during preparation, serving and eating of meals
- Clear and clean tables after the meal has been served and children and staff have left
- Sweep and mop the floors
- Clean down all surfaces
- Wash and dry all cloths used and clothing provided
- Before leaving switch everything off and make sure everything is clean and tidy
- Before leaving check doors are locked and rubbish is placed in correct bins