

Position Title: Kitchen Assistant	Salary Range:
Department: Tiny Steps Day Nursery	Job Level: Level 4
Short Description: Assisting in meal/snack preparation and maintaining required health and hygiene standards within kitchen.	Supervises: N/A
Cost Centre: Tiny Steps Day Nursery	Supervised By: Nursery Cook

## GENERAL DUTIES AND RESPONSIBILITIES

The role of the Kitchen Assistant is to maintain a high standard of cleanliness in the kitchen (including kitchen equipment) and supporting the cook in the preparation of food in line with agreed menus.

## JOB SCOPE

The Kitchen Assistant will be responsible for the following:

### Food Preparation

- Maintenance of adequate stores and food stuffs in appropriate storage conditions.
- Ensuring the kitchen and all kitchen equipment is kept clean and tidy.
- Ensuring all crockery and utensils are washed-up, using the dishwasher as appropriate.
- Cleaning and defrosting fridge and freezer as necessary.
- Setting up clean crockery, cutlery and serving utensils on the trolleys ready for lunch and distribute to the rooms.
- Delivering the trolleys to the appropriate rooms ensuring dietary requirements are met and communicated to the room.
- Collecting trolleys from rooms after lunch.
- Performing other cleaning duties as instructed by nursery cook.
- Removing waste from the kitchen and cleaning bins as required.
- Supporting food ordering.
- Completing cleaning schedules and reporting any problems to management.
- Covering for Nursery Cook's absence (working full time during the weeks the Nursery cook is on annual leave.)

### Health and Safety

- Observing highest standards of food hygiene during the preparation, cooking and serving of all foods.
- Operating the highest standard of hygiene and cleanliness in the kitchen area.
- Maintaining highest standards of personal hygiene and personal appearance in accordance with the Tiny Steps hygiene policy.
- To comply with all Health and Safety at work, COSHH and manual handling regulations.
- To follow Safeguarding Policies at all times reporting in a timely manner ( on the same day and ideally within the hour) any incidents regarding the children to the Nursery Manager

### Personnel

- Attending staff meetings and training sessions when required.
- Participation in all self-development activities and annual appraisal process.
- Adhering to company procedures including attendance at meetings, preparation of reports and any other duties as required from time to time.
- Ensuring the company's Equal Opportunities Policy is adhered to at all times.

To carry out any other reasonable duties as requested by the Nursery Cook

## **HELPFUL CHARACTERISTICS**

People Focused – Authentic – Accountable – Loyal – Trustworthy – Organised – Takes Initiative – Able to Work Under Pressure – Team Player

## **COMPETENCIES/SPECIFIC EXPERIENCE OR TRAINING PREFERRED:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Knowledge, Skills and abilities**

- Basic Food Hygiene Certification
- First Aid Certification
- A recognised catering qualification and minimum two year's catering experience
- Knowledge of food preparation for special dietary needs i.e. vegetarian, cultural

Name \_\_\_\_\_

Date \_\_\_\_\_