



GATEWAY SCHOOL

— GREAT MISSENDEN —

Job description – Senior Kitchen Assistant

Reporting to: Chef Manager

The Senior Kitchen Assistant should:

Hygiene, Health and Safety

- Maintain all hygiene, health and safety standards in receipt, storage and food production
- Ensure all goods are received, stored and handled in line with regulations
- Supervise, monitor and where appropriate, assist in development of kitchen staff
- Ensure kitchen staff comply within the food production and storage areas
- Identify any breaches of hygiene, health and safety requirements and rectify
- Report any shortfalls to the Chef Manager/Facilities Officer

Duties In the absence of the Chef Manager

- Ordering, receipt and storage of goods
 - Ensure all goods are ordered, received and stored as required, so that adequate stock is available, minimizing excess stock and wastage
 - Ensure all goods received are checked to comply with the goods received procedure
 - Ensure all storage areas are kept in good order with rotation of stock
 - Carry out stock takes of storeroom, refrigerators, freezers as required

Food production

- Ensure food is produced to a high standard and in accordance with the menu plan
- Adhere to set service times
- Ensure all work is carried out in a tidy, orderly manner and work areas are left clean and tidy at the end of the day
- Ensure all documentation is completed as required during the work period

Other duties included

- Providing lunch for staff on inset days

- Providing refreshments for guests at school functions such as Open Mornings, Leavers Events, Curriculum Evenings, School Productions, Music Teas
- To carry out other responsibilities as may be reasonably requested