



Job Description

Directorate	People
Service	School Meals

Post details	
Job title	Kitchen Assistant
Grade	3
Location of work	Any Primary & Special School in the Borough of Warrington
Directly responsible to	Catering Supervisor
Directly responsible for	N/A
Hours of duty	As recruited
Primary purpose and scope of the job	
To undertake, the preparation, simple cooking, serving and clearing away of food, setting up tables and chairs in the dining area and general cleaning duties.	
Working Relationships	
Employees of the Families & Wellbeing Directorate, the staff and pupils of all schools.	

Key Tasks and Responsibilities

1. To assist the catering supervisor in the basic preparation, cooking and service of food and beverages, ensuring correct portion control with particular emphasis on good food presentation.
2. To assist with packing & unpacking of packed lunches / transported meals and assist with the putting away and storage of any goods received.
3. To undertake general kitchen duties, e.g. washing up, serving lunches, setting up and clearing away of equipment, setting up and putting away tables and chairs.

4. Cleaning of the kitchen surrounds and equipment per the published cleaning specification to maintain appropriate levels of food safety and hygiene.
5. To ensure all Health and Safety, C.O.S.H.H. requirements are followed in the kitchen in accordance with legislation and council policy.
6. Where appropriate, operate a handheld device, per the Catering Supervisor's instructions.
7. Under the supervision of the catering supervisor, maintain the required levels of food safety and hygiene standards with particular emphasis on the adherence to the procedures detailed in the Food Safety Management System.
8. To promote school meals in a positive manner using best endeavours to increase take up and participating in any promotional activity as required.
9. To participate in any scheduled training programmes and / or occasional service specific seminars as required.
10. Promote and maintain good relationships with all customers - Headteachers, teaching staff, parents, pupils and midday assistants.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Paul Fowler
Role	School Meals Business Manager
Date	18/08/25