

## Job Description

### Job Details:

<b>Job Title:</b>	Kitchen Assistant / Delivery Driver
<b>Reports to:</b>	Nursery Chef
<b>Leadership of:</b>	None

### Job Purpose:

The role of the Kitchen Assistant is to support the Chef/Cook in preparing and cooking the Company Menu in line with company policy whilst maintaining excellent standards of cleanliness and compliance with the Food Standards Agency.

To support the Chef/Cook to achieve 5\* Environmental Health Inspections.

The role of the Delivery Driver is to support the daily operations of the kitchens and nurseries by collecting and delivering food, supplies and other necessary items between sites.

### Summary of Responsibilities

#### Kitchen:

- Keep the kitchen a clean and safe environment for the children in our care
- To maintain high standard of cleanliness and food hygiene
- To make sure you meet the legal and Company requirements for fire, safety, health and hygiene at all times and necessary paperwork is completed
- Take responsibility to make sure all dietary requirements are catered for, clearly labelled if there is a dietary requirement and clearly communicated to staff teams every mealtime
- Support with other activities at the nursery e.g. Summer Fete's, Children's Cookery Clubs, Winter Fairs etc.
- Understand the importance of keeping everyone safe and the part you play in this
- Demonstrate a proactive approach, using your initiative and showing resilience to take responsibility for getting tasks done
- To support the Chef/Cook in preparing and cooking enough age appropriate food for all children on a daily basis with minimal wastage

#### Performance Requirements:

- To support, promote and implement policies as appropriate in your job role
- In the absence of the Chef/Cook, take responsibility for inspections relating to the kitchen area
- To ensure all paperwork is completed and checked on a weekly basis in the absence of the Chef/Cook

#### Health & Safety

- Comply with health and safety legislation
- Remain aware and observant of all health and safety issues in the kitchen and nursery, where possible reducing the risk of an accident occurring through preventative actions
- Maintain the highest standards of cleanliness/tidiness within the kitchen
- Carrying out health and safety checks as outlined within Company Policies and Procedures
- Being aware of the outcome of risk assessments and fully implementing the specified controls

#### Delivery Driver Responsibilities

#### Kitchen;

- Collect freshly cooked hot and cold food and deliver to relevant nurseries as directed
- Collect food products and associated supplies and deliver to relevant nurseries as directed
- Follow correct procedures in the safe transportation and delivery of food (hot, cold and ingredients)
- Ensure the food is delivered in the correct timeframe to ensure the core temperature of hot food is kept above legislative temperature

#### **Transportation of Good/Items**

- Collect and deliver necessary items / goods between sites as directed (this may include cash, paperwork, cleaning products etc).

#### **Driving / Company Van**

- Whilst driving the company van, ensure that all traffic and road regulations are adhered to
- Ensure the company van is clean and well presented at all times

#### **Selection Criteria**

##### **Knowledge, Skills & Experience**

- Minimum Level 2 food safety qualification (will be provided)
- Demonstrable experience of working in a kitchen is desirable
- A detailed understanding of the Safer Food, Better Business procedures and standards is desirable
- Full and clean driving license
- Must be over 25 years old (for insurance purposes)

##### **Person Specification**

- Good communication skills are essential
- Good organisational skills, along with the ability to manage own workload with limited supervision
- Ability to cope with change in a fast paced environment
- Ability to work under pressure and with ever changing priorities

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.