



KITCHEN ASSISTANT DUTY LIST

October 2020

Dining Room and Staffroom – morning

- Correct uniform to be worn to the highest standard of personal hygiene, with special reference being made to footwear.

DAILY TASKS

- Overall responsibility for dining room and staffroom kitchen cleaning and replenishment.
- Coffee made throughout the day.
- Ensuring a plentiful supply of breakfast supplies: salt and peppers, etc.
- Rotate bread into kitchen ensuring oldest is used first.
- Cold drinks are kept in plentiful supply.
- Plentiful supplies of tea, coffee and Milo.
- Breakfast dishes and cutlery from the dining room.
- One end of dishwasher at lunchtime.
- Set up teachers' morning tea, collect cups from staffroom and bring to kitchen, wash and return.
- Adding supplies needed onto online ordering.
- To wash and dry laundry as required.
- Assisting the Catering Manager with any additional function setting up.
- Moping daily the main thoroughfare between the walkways between all the dining room doors.

DAILY CHECKLIST

- Empty late tea fridge.
- Change or flip tablecloths at end of every meal service, wipe clean the bain-marie sieve clean and top up water.
- To ensure chairs are kept clean and any soiled chairs are cleaned immediately.
- Sweep dining room floor daily.
- Dusting of the dining room windowsills, skirting boards, etc.
- Topping up of the dining room sauce bottles after morning tea.
- Preparation of the trollies, yoghurt, gluten free food etc. in readiness for boarders' morning tea prior to 10.20am.
- Service of the boarder's morning tea and cleaning of the benches that are used for this purpose.
- Tea coffee food for 10.00am admin staff morning tea.
- Coffee made to correspond with afternoon requirements; e.g., staff meetings. etc.



JOB DESCRIPTION – KITCHEN ASSISTANT

October 2020

- **Correct uniform to be worn to the highest standard of personal hygiene, with special reference being made to footwear.**
- Hours of work as per arrangement or by roster.
- Employed during the school term, which totals approximately 37 weeks. Weekend employment is approximately 30 weeks.
- Further work may be offered in school holidays dependent on the College's hiring programme. Work in the holidays is not guaranteed.
- Responsible to the Catering Manager and the cooks on duty.
- Complete normal daily tasks associated with the boarders' meals as well as additional tasks as requested by the Catering Manager.
- To assist the Catering Manager with functions that are associated with the College's numerous catering requirements.
- Maintain high personal hygiene standards and perform cleaning tasks to ensure hygiene standards within the kitchen and dining room are met.
- Ensure that all daily tasks are completed as per duty lists and at week's end all weekly tasks have been completed.
- Other tasks that arise from time to time are associated with general kitchen duties.
- To keep up to date records and samples as outlined in the St Andrew's College Food Safety Programme.
- Leave the kitchen clean and set-up for the following day.