

# Role Description

## DaCA Kitchen Assistant

---

### Reports to

Head of Department – Design and Creative Arts (DaCA)

### Position

This is a permanent full-time position, working in term time only

### Role Purpose

The Kitchen Assistant is responsible for a variety of food preparation duties other than cooking, such as preparing food trays, ordering food goods and kitchen supplies, and maintaining kitchen facilities.

### Responsibilities

- Work in a responsible manner to ensure a safe working environment for both staff and students
- Adhere to WHS regulations and relevant food handling acts
- Assist staff with various tasks and provide staff with requested items
- Carry food supplies, equipment, and utensils to and from storage and work areas
- Clean work areas, equipment, utensils, dishes and storage areas
- Prepare a variety of foods according to staff order instructions, following approved procedures
- Stock cupboards and refrigerators using stock rotation principles
- Receive and store food supplies in refrigerators, cupboards, and other storage areas following safe storage procedures
- Weigh and measure ingredients according to food order requirements for both teacher demonstrations and student practical lessons
- Maintain records of foods purchased and use
- Launder linen regularly to maintain a fresh supply
- Display knowledge and ability to operate kitchen and laundry machines, appliances and equipment.

### Essential Attributes

- High proficiency in using the Microsoft suite of desktop business applications especially MS Word and MS Powerpoint
- Highly-developed organisational skills and attention to detail
- Excellent consultation and communication skills (both written and verbal) and interpersonal skills with the ability to deal with stakeholders at all levels and from a range of backgrounds.
- Excellent time-management skills, including the capacity to arrange the workload to meet conflicting priorities and deadlines
- An orientation towards 'rolling up their sleeves' and getting involved with issues as required
- Confidentiality, flexibility, initiative, discretion and loyalty to the School
- Support of the Christian ethos of Meriden
- Loyalty to the School and the Principal.