



Job Description

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St. Helens Council

Post:	General Kitchen Assistant
Department:	Place Services
Grade:	Scp 09 (Equalised Pay)
Responsible to:	Facilities Services Supervisor / Cook
Purpose of the Post:	To work as a GKA at school(s) within the borough

Duties and Responsibilities:

1. To assist with preparation, cooking and service of food.
2. Cleaning the kitchen, dining room and small and large equipment.
3. Washing of utensils.
4. Prepare dining room for service including putting out dining furniture and putting away after service.
5. Washing of oven cloths, overalls, etc.
6. In Secondary Schools operating of cash register and cashing up procedures.
7. To follow instructions and operate in a safe hygienic environment.
8. Providing cover/acting up for other members of staff. This can be very diverse; ranging from mundane/additional hours, to when trained, covering for assistant cooks
9. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
10. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
11. To comply with the Council's Information Management Framework (including Data Protection Policy, Code of Practice and Social Media Policy).
12. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.



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This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within 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 job 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 the post holder/s at the appropriate time.

Date Prepared: November 2013

Date Updated: July 2016

Date updated: February 2018

Date updated: November 2018