



# Job Description

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St. Helens Council

<b>Post:</b>	General Kitchen Assistant
<b>Post Number:</b>	PEPW186
<b>Department:</b>	Environmental Protection Department
<b>Grade:</b>	SCP 7
<b>Responsible to:</b>	Cook Supervisor
<b>Purpose of the Post:</b>	To carry out general kitchen duties

## **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 and Town Hall, 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 Data Protection Policy and Code of Practice within the service area of the post.



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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.**

**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 postholder/s at the appropriate time.**

**Date prepared: November 2013**