

Relief Kitchen Assistant

Various Schools

At a glance:

Grade: B

Salary: As per advert

Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include assisting with the provision of the school meal service at the designated school.

For application support contact hrsupport@orkney.gov.uk or call 01856 873535 ext.2250

Benefits and Support

5.6 weeks statutory annual leave, inclusive of Public Holidays (pro-rata)	Comprehensive induction process
Potential to join Local Government Pension Scheme	Employee Assistance Programme

Main Duties and Responsibilities

Undertaking basic food preparation duties, liaising with the Cook to know the composition of the menu items.
Serving food to customers ensuring that portion control instructions are adhered to and that food safety procedures are followed.
Working with School staff to encourage acceptable standards of behaviour within the dining room.
Operating the till following cash handling procedures.
Washing up either by hand or machine and clean kitchen surfaces, equipment and floors following COSHH instructions for any products used.
Observing all Health and Safety and food safety procedures applicable to the kitchen, including requirements for personal hygiene at all times.
Setting up, clearing and cleaning dining room furniture and floors as required.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council's emergency response

Skills and Requirements

Must have

Elementary Food Hygiene Qualification or equivalent.
Good general standard of education including literacy and numeracy.
Minimum of 3 months experience of customer service in a hospitality environment.
Ability to demonstrate basic knowledge of food safety and HACCP.

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes