COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Relief Kitchen Assistant	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	B
Location:	Western Isles Schools	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Operations Manager.		

Job Purpose

To carry out general kitchen duties in school kitchen and dining areas.

Duties

1. Preparing food, including simple cooking and serving of meals, snacks and beverages.
2. Handling of cash, operating cash register and completing relevant forms.
3. Washing up duties, cleaning of all kitchen and dining areas.
4. Ensuring all food handling operations are in compliance with current Food Hygiene and Health and Safety legislation, and with the Comhairle's Food Safety Policy.
5. Maintaining all written records.
6. Maintaining a high standard of personal and kitchen hygiene.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Knowledge of Current Food Safety legislation and importance of food hygiene. E2. Good understanding of the need for a healthy well balanced nutritious diet.	D1. Knowledge of Health and Safety Working Practices.
Skills and Abilities	E3. High standards of good working practices and personal hygiene. E4. Ability to understand, retain and act on instructions. E5. Good communication skills. Required to deal with staff, pupils, suppliers and other personnel. E6. Good written/numeracy skills required to complete relevant documentation and returns.	D2. Ability to cook simple meals. D3. Ability to work in an organised and thorough manner. Etc....
Education and Experience	E7. Previous experience in a similar post. E8. Previous experience of cash handling and till operation. Etc...	D4. Current Food Hygiene Certificate. D5. Previous school meals service experience. D6. Previous experience of dealing with children.
Other Factors	E9. Willingness to undertake further training (e.g. Food Hygiene). E10. Flexibility to cover range of duties and work within a team of staff.	D7. Knowledge of Gaelic and/or commitment to learning the language.