

## Job Description

Location:	<b>Schools and other SC premises</b>
Directorate Team:	<b>Resources, Shire Services</b>
Post Title:	<b>Kitchen Assistant/Driver</b>
Grade:	<b>Grade 2</b>
Salary Range:	<b>£9.43 per hour (as at 1<sup>st</sup> April 2020)</b>
Hours:	<b>Part Time</b>
Reports to and supports:	<b>Catering Manager / Cook in Charge</b>
Direct roles responsible for:	<b>None</b>
Financial responsibility:	<b>None</b>
Customer & Service user base:	<b>Provision of catering services to schools and other customers across Shropshire, Worcester and Hereford.</b>
DBS Disclosure required:	<b>Yes – Enhanced</b>

All employees of Shropshire Council will ensure that the Council's visions, values, priorities and commitment to delivering excellent service to Shropshire are achieved, and that performance standards set by Shropshire Council or relevant external bodies are achieved.

### Main Purpose of Post

The postholder will be responsible for carrying out basic cooking and cleaning duties in the kitchen and dining areas, and transporting meals to relevant locations.

### Key Responsibilities and tasks

- Assisting in the preparation and cooking of food and beverages.
- Assisting in the service of meals.
- Washing-up and cleaning the kitchen, its surrounds and equipment.
- The postholder may be required to operate tills.
- Transporting meals
- Liaise with head of export kitchen on a daily basis

A key facet of the role will be to ensure that your individual, team and service targets are met, whilst ensuring that your team delivers successfully in supporting the wider corporate and service objectives. You will also be expected to ensure the health and safety, as well as the wellbeing of employees whilst promoting equality and diversity. The duties detailed within this document are illustrative and you will be expected to undertake reasonable additional duties when requested.