



THE ROLE

General Kitchen Assistant

Department:	Property Services
Role Code:	PRS24
Grade/Role:	2
Responsible to:	Catering Supervisor
Responsible for:	No line management responsibility
Date Revised:	June 2025

Job Purpose:

To protect and save life, property and the environment by assisting with the provision of serving and cleaning duties in connection with catering arrangements at Service Head Quarters (SHQ) and for special functions and any other tasks required by the Catering Supervisor.

Main Duties and Responsibilities:

1. Carry out general duties under the direction of the Catering Supervisor, including cleaning, moving and laying up of tables and chairs in the Canteen/Mess and any other location relating to the Authority. Replenishment and cleaning of the vending machine, and washing up with minimum breakages.
2. Carry out the serving of food to Canteen/Mess users and guests. Handle money and till work.
3. Review stock levels in absence of or on behalf of the Catering Supervisor and order stock with approved supplier.
4. Assist with the preparation and ordering of food as required assist with booking hospitality.
5. Assist with the maintenance of cleanliness and hygiene standards in the Kitchen and other associated areas.
6. Delivery of hospitality beverages and food. Ensuring front of house areas are clean and hygienic as required.
7. See in goods/deliveries- lifting involved.
8. Ensure that all waste is disposed of in the correct manner.

Role Profile

9. Ability to drive (with provision of company vehicle) to deliver hospitality to Witham Training Centre.
10. To ensure that attitudes and behaviours displayed in the food preparation and service areas are reflective of an appropriate commercial catering facility
11. Positively contribute to a safe work environment ensuring compliance with Health and Safety, Risk Management, Business Continuity and Safeguarding policy and procedure. Protect all personal information in adherence with the Data Protection Act 2018.