

**Job Description:**

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| **Post:** | **Kitchen Technician**  |
| **Salary Grade:** | *Grade 1 Point 3 (Fixed Spinal Point)* |
| **Responsible to:** | *Restaurant Manager* |

**Key Purpose:**

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| **1** | To ensure the cleanliness and maintenance of kitchen premises and equipment within the Catering area.  |
| **2** | The functions and duties listed below must be undertaken strictly in accordance with hazard analysis and critical control procedures (HCAPP) made under the Food Safety (General Food Hygiene Regulations 1995), the Food Safety Act 1990 and other current health and safety legislation and practice.  |

**Key Responsibilities and Accountabilities:**

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| **A** | All aspects of kitchen cleaning to include fridges, deep freezers, ovens and all other appliances. |
| **B** | Ensuring kitchen areas are maintained to required standards, sanitising sinks and surrounding areas. |
| **C** | Operation of dishwasher to include lunch times and dinner service. |
| **D** | Audit of fridge and freezer temperatures in line with Health and Safety Regulations. |
| **E** | Maintenance of first aid boxes in the catering area. |
| **F** | Taking receipt of equipment and maintaining safe and secure storage. |
| **G** | Participating in stock take of equipment. |
| **H** | Assisting in issue and return from students of kitchen equipment, and loan uniform. |
| **I** | Working as an active team member and participating in support staff meetings and development/training as appropriate. |
| **J** | Carrying out such other duties within the college as are assigned by the Restaurant manager that are commensurate with the grade of the post.  |
| **K** | Training to be included alongside the stores technician to understand the running of stores, placing orders, receiving, and distributing ingredients for lessons |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** |
| 1. | A Food Hygiene Qualification  | Y |  |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |
| 2. | Knowledge and general understanding of hazard analysis and critical control procedures (HCAPP) made under the Food Safety (General Food Hygiene Regulations 1995), the Food Safety Act 1990 and other current health and safety legislation and practice.  | Y |  |
|  | Knowledge and general understanding of food allergy and labelling legislation. | Y |  |
| 3. | Experience of working within a kitchen environment. |  | Y |
|  | **SKILLS & ATTRIBUTES** |  |  |
| 4. | Ability to work as part of a team. | Y |  |
| 5. | Flexible Approach. | Y |  |
| 6. | Committed to Student Support. | Y |  |
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