

**UNIVERSITY OF OTAGO**  
**Te Whare Wananga o Otago**

**JOB DESCRIPTION**

**JOB TITLE:** Kitchen Assistant & Cleaner (Semester Time Only)  
**DEPARTMENT:** Carrington College  
**DIVISION:** Operations

**PRIME FUNCTION**

To work as an integral part of the Carrington College Food Service Team, in the provision of high quality meals to 230 students during the university year.

**MAIN OBJECTIVES**

**Following procedures in the Food Control Plan (FCP) to:**

- Keep the Carrington College foodservice to an excellent standard of cleanliness
- Be responsible for the storage of all detergents and the cleanliness and maintenance of staff uniforms
- Generally assist in the kitchen to ensure the preparation is complete

**Responsibilities:**

- Follow the daily cleaning schedule to complete the daily cleaning of the kitchen and servery
- Complete daily kitchen laundry (see cleaning schedule)
- Complete the cleaning schedule checklists
- General assistance as required on a daily basis

**General Information and Knowledge:**

- Read and understand cleaning methods and hazards for all kitchen equipment that you use. Information sheets are on the wall nearest the equipment they relate to
- Understand what detergents are used for what and how they are stored and what hazards are involved with the detergents. Cleaning charts are on the wall near the hand washing sink and in the detergent store room
- Hazard MSD information is in folders available by the office and in the detergent store
- At all times promote working together as a team respecting each others, views, emotions and responsibilities

## **RELATIONSHIPS**

**Directly responsible to:** Food Service Manager and Assistant Food Service Manager.

**Supervision of:** N/A.

**Functional relationships with:** Head of College, Chef on duty, kitchen and servery assistants.

## **BUDGETARY RESPONSIBILITY**

N/A.

## **PERSON SPECIFICATION**

- Food safety unit standard 167 or in house food safety training
- Detergent health and safety training
- Ability to read and follow written instructions
- Ability to use initiative.
- Be a team player.
- Have a sense of humour.
- Be flexible.
- Be reliable.

## **EXPECTED HOURS OF WORK**

Semester time only, variable hours contract  
9.00 – 2.00 Monday - Friday