

## **Job Description of Kitchen Service/Cleaner Staff**

Title: Kitchen Service/Cleaner Staff

Reporting directly to: The Chef

### **Job Summary**

Working within the Kitchen team, the Kitchen Service/Cleaner is responsible for maintaining high standards of cleanliness throughout the Kitchen / Service section and performing setting up of dining area for service.

Kitchen Service/Cleaner cleans and sanitizes kitchen equipment, assists in basic food preparation, and with receiving and storing products in the Archbishop's Seminary kitchen. This will be done in accordance with the weekly roster set by the Chef.

At the direction of the Rector, Headmaster, General Manager or Chef staff members will perform duties, including housekeeping duties, in other areas of the Archbishop's Seminary as required.

The chef will monitor the cleaning and/or service to ensure that high standards of cleanliness are reached and maintained.

### **Overall**

- To maintain a high standard of cleaning within the pot wash area.
- To use cleaning materials as instructed by the Chef in line with health & safety and hygiene standards such as wearing appropriate clothing and footwear, washing their hands frequently, and following food handling sanitation procedures.
- Ability to work in a team environment.
- To follow posted cleaning instructions issued by the Chef or his delegate.
- Washing, drying, and putting away all dishes and kitchen utensils and operating, loading and unloading the dishwasher.
- Responsible for cleaning of the Kitchen or service area as assigned by the Chef or his delegate.
- To empty and clean bins and remove waste to designated areas in line with waste separation procedures.
- To carry out spot cleaning of spillages.
- To clean internal and external apertures.
- To carry out periodic cleaning of all internal surfaces.
- To periodically clean internal and external windows.
- Attends to guest calls, guest requests /guest complaints in the area assigned to them.
- To prepare the dining area for service which includes but not limited to setting up of tables, cleaning of kitchen equipment, etc.
- To prepare the buffet equipment for service and maintain the equipment used clean.

- To assist in preparing meals by washing, cutting, peeling, and slicing ingredients.
- To receive and store goods from suppliers.
- Carry out such other duties as may be assigned from time to time.
- Report all defects/hazards immediately to the Chef or in his absence to any other delegate.
- Checking and closing windows, switching off lights before leaving the area after the completion of work.
- From time to time may be required to carry out house keeping duties in other areas of the Seminary campus.

### **Knowledge, Skills and Abilities**

- Maltese speaking.
- Good health condition, may be subject to health checks as legally required
- Ability to lift and carry heavy items properly
- Demonstrated interest in food preparation and kitchen operations
- Basic food preparation skills
- Basic cleaning skills
- Courses in Food Handling (Licence B), and handling of workplace hazardous materials
- Ability to work in a high temperature working environment.
- Ability to work in a team environment.
- Willingness to work during evenings, weekends and public holidays.
- Knowledge of the National Occupational Standards for Kitchen Helper is an asset

### **Conditions of Work**

This role is on a part-time basis based on a 45.5hour roster spread over two weeks from Monday to Sunday, day in day out as follows:

Morning shift from 7:45am – 3:00pm (including 15mins & 30mins break)

Evening shift from 6:00pm – 9:00pm

The present salary attached to the post is Scale 19/1 which in 2025, is €14,089 per annum, rising to a maximum of scale 18/7 which in 2025 is €15,642.