



Job Description

Our whole group is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title:	Kitchen Assistant
Remuneration:	£11.44 per hour
Hours:	23 Hours per week between Mon to Sunday (rotation basis)
Responsible to:	Kitchen Manager
Start Date:	Immediate Start Available
Job Purpose:	<p>To work as a member of a team and to ensure that Kitchen high standards are maintained throughout the school.</p> <p>To be flexible and able to respond to specific kitchen needs in the school. Each Kitchen Assistant will be responsible for an area and will be expected to clean to the frequency and standard set and as per work schedules. To provide a thorough and reliable service to the school.</p>
Main Responsibilities:	<ul style="list-style-type: none"> To complete the pot washing duties and keep the kitchen in order. Assisting the Cook-In-Charge with preparation of food and beverages and cooking meals, if necessary. Ensure high standards of food safety and safe working practices. To wear designated uniform and hair net and adhere to excellent personal hygiene. To help and support the cook to deliver the menu meals to the required standard when necessary. To assist in the serving of food if necessary. To support the cook in the effective operation of the kitchen. To play an active role in the cleanliness and order of the dining room, kitchen, pantry and stores. To wash up, load and empty the dishwasher throughout the day including hand washing of any crockery and large cooking items. To help put away deliveries in a timely manner. To help sanitise and set tables for lunch including condiments and sauces including moving the furniture (tables/chairs) while maintaining compliance to safe methods of working. To collect soiled plates and dishes from the dining room. To sanitise and prepare trolley after lunch. To dispose of waste correctly. To keep the kitchen, dining room and food storage and preparation areas clean and tidy. To liaise with the Cook In Charge regarding breaks to ensure there is adequate cover for the kitchen.

	<ul style="list-style-type: none"> • To undergo annual on-line training in Food Hygiene, Safeguarding, Child Protection as well as any other basic training required by the Senior Leadership Team. • Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence • Ensure all rubbish is removed on a daily basis and recycled where possible • Ensure that work is completed to a high standard • To work as part of a team and contribute positively to that staff team • To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice • Participate in training to improve personal development and skills • Adhere to school and legal regulations regarding health, safety, fire and accident reporting • Implement the provisions of the school's Safeguarding policy which can be found on the school website • Any other reasonable request made by the Headteacher
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Person Specification

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	Essential	Desirable	Method of Assessment
Experience:	Basic skills / induction Experience of working safely with food	Previous Kitchen experience Health & Safety training First Aider	<ul style="list-style-type: none"> • Application Form
Skills:	Flexibility to deal with the varied requests made on a daily basis Good interpersonal and communication skills with the ability to relate to children and adults Ability to work as part of a small team and on own initiative		<ul style="list-style-type: none"> • Interview
Personal competencies and qualities:	Good level of physical fitness, including the ability to lift and carry equipment from place to place Pleasant and friendly manner Responsible and reliable Commitment to achieving high standards of cleanliness and hygiene Reliability with good timekeeping		Contents of the Application Form Interview <ul style="list-style-type: none"> • Professional references

	Willingness to undertake training		
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