

JOB DESCRIPTION

The information contained below is to help staff understand and appreciate the work content of their post and the role they are to play in the operation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.

Job title	Kitchen Assistant
Reporting to	Catering Manager/Supervisor
Job purpose	To undertake, the preparation, simple cooking, serving and clearing away of food, setting up tables and chairs in the dining area and general cleaning duties.
Key Tasks and Accountabilities	<ul style="list-style-type: none"> • To assist the catering supervisor in the basic preparation, cooking and service of food and beverages, ensuring correct portion control with particular emphasis on good food presentation. • To assist with deliveries, putting away and storage of any goods received. • To undertake general kitchen duties, e.g. washing up, serving lunches, setting up and clearing away of equipment, setting up and putting away tables and chairs • Cleaning of the kitchen surrounds and equipment per the published cleaning specification to maintain appropriate levels of food safety and hygiene. • To ensure all Health and Safety, C.O.S.H.H. requirements are followed in the kitchen in accordance with legislation and council policy. • Under the supervision of the catering supervisor, maintain the required levels of food safety and hygiene standards with particular emphasis on the adherence to the procedures detailed in the Food Safety Management System. • To promote school meals in a positive manner using best endeavours to increase take up and participating in any promotional activity as required. • To participate in any scheduled training programmes as required. • Promote and maintain good relationships with all customers - Headteachers, teaching staff, parents and pupils.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard
- Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- Participate in training and other learning activities as required
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To promote the area of responsibility within the academy and beyond
- To represent the academy at events as appropriate
- To support and promote the academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post.

REVIEW ARRANGEMENTS

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

JOB TITLE	GRADE
Kitchen Assistant	4 (£25,989 – £26403 FTE)

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

CRITERIA	NECESSARY REQUIREMENTS	APPLICATION/ INTERVIEW
EXPERIENCE	<ul style="list-style-type: none"> Working knowledge of electronic cash registers (where applicable) Previous catering experience Working as part of a team Basic food preparation 	D D E E
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Ability to communicate at all levels with both customers and colleagues Necessity to work as part of a team. Ability to order, control and rotate stocks. Basic reading, writing and arithmetic skills Basic Food Hygiene Certificate 	E E E E D
ATTRIBUTES	<ul style="list-style-type: none"> Smart appearance The ability to use one's initiative Trustworthy and reliable Punctuality Conscientious and dedicated Committed to providing an excellent customer experience and embedding customer focus in all aspects of service delivery. 	E E E E E E