

## Job Description

<b>Job Title</b>	Kitchen Assistant
<b>Grade</b>	2020 Scale 1 Point 1
<b>Reports to</b>	Catering Manager / Head of school / Headteacher
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Pupils Senior Midday Assistant Midday Assistants Teaching staff Catering Caretaking Staff and Head of School / Headteacher.
<b>Job Purpose</b>	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
<b>Duties</b>	<ul style="list-style-type: none"> <li>• To deputise for the Catering Manager as required (primary schools only)</li> <li>• The preparation and simple cooking of food &amp; beverages.</li> <li>• Serving customers at the counter/hatch or from a trolley or kiosk as required.</li> <li>• To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed.</li> <li>• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked.</li> <li>• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.</li> <li>• To attend training activities and/or meetings as required.</li> <li>• Occasionally to assist with special functions at the school which may be outside of normal working hours.</li> </ul>



- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School / Headteacher to carry out appropriate duties within the context of the job, skills and grade.

## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policies.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.



## Kitchen Assistant

Qualifications & Experience	Detail Specific qualifications & experience	Examples Experience of the preparation and cooking of simple food & beverages Experience of Serving customers at the counter/hatch or from a trolley or kiosk as required Experience of all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. Basic level of education
Communication	Knowledge of relevant policies and procedures	General understanding of the operation of a school Ability to maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
	Literacy Numeracy Technology	Basic reading and writing skills Basic numeracy skills Ability to use kitchen and cleaning equipment
Communication	Written Verbal	Ability to complete basic forms Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
Working with children	Negotiating Behaviour Management	Consult with colleagues Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop



<b>Working with others</b>	Health & Well being	Understand the importance of physical and emotional wellbeing
	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
<b>Responsibilities</b>	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information, as required
	Organisational skills	Good organisational skills
<b>General</b>	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality and data protection
	CPD	Be prepared to develop and learn in the role

