

Job Outline

Kitchen Assistant

Responsible to: Catering Manager
Salary: Scale 2
Full time/Part time: Part time
Hours 22.5 hours per week – Monday – Friday
9.30am-2.30pm, term time plus INSET days

Job Purpose:

To assist with the provision of a high quality food and beverage service.

Duties of the post:

- To work in a school kitchen environment with a small friendly team as part of the 'whole school'.
- Making hot meals, sandwiches, paninis etc for student and staff lunches.
- To provide assistance with preparation, cooking and service of food and beverages to the required standard.
- To follow sound hygiene practices.
- To carry out cleaning duties within the kitchen and dining areas as required.
- Report immediately any accidents, fire, theft, loss, damage, or unfit food or other irregularities and take such action as may be appropriate or possible.
- To ensure that health and safety regulations are observed in working practices.
- Where necessary, clean and fill vending machines.
- To occasionally assist with special functions which may be outside of normal working hours.
- Such other duties related to catering at the school may be necessary from time to time within the reasonable requirements of the headteacher and governing body.
- Hold a Basic Hygiene Certificate.

General

- To carry out any other reasonable tasks as may be required by the School.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.
- This job description may be amended at any time following discussion with the Headteacher and will be reviewed annually.
- The Sigma 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.