



Job Description

School	Beacon Academy
Post title	Kitchen Assistant
Job purpose	<ul style="list-style-type: none"> To provide support in the preparation, cooking and serving of food and beverages plus related kitchen/catering/cleaning duties.
To whom the postholder reports to	<p>The postholder is responsible to:</p> <ul style="list-style-type: none"> The Cook in the first instance The relevant member of the Senior Leadership Team in their absence <p>The postholder is also expected to interact on a professional level with colleagues in order to promote a mutual understanding of the Academy's ethos and values.</p>
Duties and responsibilities specific to the post	<ul style="list-style-type: none"> To prepare the dining areas which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required. To prepare the service areas, hot cupboards and other equipment in the dining areas for the efficient and effective service of the meal. To assist in the preparation, cooking and serving of food and beverages as defined by the immediate supervisor or line manager. To serve food according to the style and type of operation as defined by the immediate supervisor or line manager. To wash dishes, cutlery, trays, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining areas. To clean on a daily basis all catering areas to standards laid down by the Catering Supervisor and in line with the Food Safety and Health & Safety Policies. To undergo on and off the job training sessions as required, both during term and out of term. To inform the immediate supervisor or line manager of any defects in light or heavy equipment. To inform the immediate supervisor or line manager of any premises not meeting Health & Safety and/or Food Hygiene Regulation Standards. To perform other related duties as required, ensuring the dining areas and the kitchens are in a clean and hygienic condition and that the food service is effective and efficient.

	<ul style="list-style-type: none"> To undertake cash handling duties in relation to sales and banking procedures. <p style="text-align: right;">Cont</p> <ul style="list-style-type: none"> To assist in the carrying out of a deep clean of the kitchens/dining areas on three specified out-of-term time cleaning days. It may be necessary from time to time to work in a different school kitchen across the site
Special Factors	<p>When requested by Senior Leadership, to take an active role in emergency alerts or exercises</p> <p>Subject to the duration of the need, the special conditions given below apply:</p> <ul style="list-style-type: none"> Adhere to the Academy's Safeguarding and Child Protection Policy and Procedures at all times. The nature of the work may involve the postholder carrying out work outside of normal working hours. The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service. Expenses will be paid in accordance with the Local Conditions of Service. This post is subject to a check being carried out at an Enhanced level by the Disbarring and Disclosure Service regarding any previous criminal record.

Other Clauses

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

PERSONNEL SPECIFICATION FOR KITCHEN ASSISTANT		
Qualifications	Essential/ Desirable	How Assessed?
	<ul style="list-style-type: none"> ○ Basic Food Hygiene Certificate 	Essential
Knowledge / Experience <ul style="list-style-type: none"> ○ Basic knowledge of Food Safety / Health & Safety ○ General knowledge of nutrition ○ Previous large scale cooking experience ○ Operating commercial catering equipment ○ Reasonable level of numeracy and literacy ○ Experience of cooking in a school environment 	Essential Essential Desirable Desirable Desirable Desirable	Application Form Interview Application Form Interview Application Form Interview Application Form Interview Application Form Interview Application Form Interview
Skills and Attributes <ul style="list-style-type: none"> ○ Willingness to undertake training as required ○ Good rapport with children and young people ○ Ability to work as a member of a team ○ Must be reliable ○ Sensitivity to the needs of colleagues and customers ○ Must be able to communicate with staff, parents, other customers and colleagues 	Essential Essential Essential Essential Desirable Desirable	Interview Application Form Interview Application Form Interview Interview Application Form Interview Application Form Interview

General Circumstances

- A flexible approach to working, including out-of-hours and an ability to travel to various locations
- An understanding of, and commitment to, Equal Opportunities and the ability to apply this to work and day-to-day situations

Factors Not Already Covered

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Disability Discrimination Act 1995

Essential

Application
Form
Interview

Essential

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Form
Interview