

Southern Academy Trust



St Andrew's C of E VA Primary School Fontmell Magna

Job Title: Kitchen Assistant
School: St Andrew's Primary School
Grade: Grade 1 (£7.78 per hour)
Hours: 10 hours per week
Reports to: Headteacher

Main Job Purpose

To assist in the preparation and serving of meals, general washing up and cleaning.

Main Responsibilities and Duties

- To assist in all aspects of food preparation and serving of meals.
- Preparing the area for meals.
- To carry out washing-up, cleaning of equipment and kitchen areas, as directed.
- To help clear and clean the dining areas.
- To prepare beverages, as directed.

Knowledge and Skills

The ability to train others, organisational skills, initiative, flexibility, communication at all levels.

Problem Solving and Creativity

Work to strict deadlines within the guidelines of the catering company..

Key Contacts and Relationships

Deal with routine enquiries from staff, pupils, visitors etc but to refer more complex queries affecting the service/arrangements to the Headteacher.

Decision Making

- To work to strict deadlines
- To prepare foodstuff for service in accordance with menu provisions and catering company guidelines

Resources

Handle and operate a range of kitchen and food preparation equipment (eg microwave oven, cutting equipment and hotplates). Training and personal protective equipment will be provided.

Working Environment

- Kitchen environment. Exposure to hot equipment and materials on a daily and continuous basis.
- Requirement to transport/carry foods, trays and kitchen equipment (not exceeding 25kg).

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The key responsibilities and duties sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the post holder could be asked to carry out.

PLEASE NOTE that this is for guidance only. Post holders are expected to be flexible and may be required to operate in different areas of work/carry out different duties as may be reasonably assigned by the CEO.

Other duties

1. To have due regard for safeguarding and to follow child protection policies and procedures adopted by Southern Academy Trust.
2. Understand the importance of inclusion, equality and diversity and to promote equal opportunities for all.
3. Uphold and promote the values and ethos of the academy.
4. Take a proactive approach to health and safety to minimise and mitigate potential hazards and actively contribute to the security of the school.
5. Participate in workplace learning and development opportunities and work to continually improve own and team performance.

Employee SignatureDate.....

Employee Name Please print