General Kitchen Assistant **Job Description**

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| **Department** |
| School Kitchen within Archbishop Holgate’s School and occasionally at Badger Hill Primary School |
| **Job Title** |
| General Kitchen Assistant |
| **Reports To** (Job Title) |
| Catering Manager and Assistant Cook |
| **Grade** |
| Living Wage which is currently £8.45 per hour. |
| **Additional Information** |
| Hours of work 10.00am to 14.45 pm Monday to Friday term time only **(NB This means that no holidays may be taken during school term time)** |

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| Archbishop Holgate’s SchoolHull RoadYork, YO10 5ZAT: 01904 411341E: reception@archbishopholgates.orgW: [www.archbishopholgates.org](http://www.archbishopholgates.org/) |

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| **1** | **Main Purpose of Job** |
|  | The core focus of this job is to assist the Catering Manager and Assistant Cook in delivering an efficient catering service to the school, operating to the highest standards of food safety. As we are now part of the Pathfinder Multi Academy Trust there will occasionally be the requirement to work in the kitchen at our neighbouring school, Badger Hill primary (NB the schools are within easy walking distance of one another) |
| **2** | **Core Responsibilities, Tasks and Duties** |
|  | i | Basic food preparation to include weighing-up food, sandwich preparation, preparation of fruit and vegetables for cooking, removing items from ovens prior to service. |
|  | ii | Setting out and clearing away the dining furniture appropriately within the school dining areas. |
|  | iii | Serving meals to students and staff. |
|  | iv | Serving students and staff at the tills using biometric technology (i.e. thumb print) - with the possibility for a small amount of cash handling. |
|  | v | Tidying up the kitchen and dining room including; washing up, sweeping up and mopping of floors. |
|  | vi | Removing waste and rubbish to designated areas. |
|  | vii | Replenishing vending machines within school. |
|  | viii | Emptying reval machines. |
|  | ix | Engage appropriately and positively with students at service times. |
|  | x | Inform, involve and support students in developing good dietary habits. |
|  | xi | Work within the schools policies and procedures regarding the safeguarding of young people, including the completion of any training required by the school. |
| **3** | **Supervision / Management of People** |
|  | No direct supervision of staff but required to help with the induction of new staff. |
| **4** | **Creativity and Innovation** |
|  | * Subject to supervision, established procedures, practices and daily routines, the jobholder has the ability to suggest a better working practice and to implement it with the mutual agreement of their Line Manager.
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| **5** | **Contacts and Relationships** |
|  | * Oral communication with the Catering Manager and Assistant Cook in relation to carrying out duties;
* Reporting to the Catering Manager and Assistant Cook and alerting other members of staff to potential hazards in the kitchen;
* Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake.
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| **6** | **Decisions – Discretion and consequences** |
|  | Carry out all work in accordance with the policies and procedures included in:* The Food Safety Management System
* The Kitchen Manual
* The COSHH Manual
* The Risk Assessment Manual
* Skills Management
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| **7** | **Resources** |
|  | * Assist the Catering Manager / Assistant Cook in the care and maintenance of equipment including reporting faults etc.
* The efficient use of services including gas, electricity and water systems.
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| **8** | **Work Environment** |
|  | **Work Demands:**The job has some predictable workload with routine elements. However the nature of canteen work means that other elements of the job can be very unpredictable. No two days are the same. The post holder will be required to work to deadlines. The post holder will be required to work occasionally at Badger Hill Primary School which is within walking distance of Archbishop Holgate’s School.**Physical Demands:**This role requires the post holder to be mobile within a busy kitchen environment and potentially between two school sites.There is a requirement for the safe manual handling of dining room furniture, kitchen equipment and large serving trays. **Working Conditions:**No unpleasant working conditions. Normal canteen environment where health and safety routines must be adhered to at all times**Work Context:**There may be a risk of abuse from some students/parents and a risk from contagious illnesses from coming in to contact with students. |
| **9** | **Knowledge and Skills** |
|  | * Knowledge of food safety and hygiene requirements;
* Knowledge of safe working practices in a kitchen environment;
* High standards of personal hygiene;
* Basic literacy and numeracy skills, in particular numeracy skills for ensuring the weighing of food items is conducted accurately;
* Ability to use simple IT equipment for example to check emails and use a touch screen till;
* Ability to work well with colleagues in a team situation and to communicate positively and effectively;
* Willingness to be flexible and work in any areas of the kitchen, dining areas as required;
* Must have a positive attitude to young people and be willing to engage positively with them in accordance with the school’s policies on behaviour management.
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| **10** | **Position of Job in Organisation Structure** |
|  | Catering MangerAssistant Cook**General Kitchen Assistant** |



General Kitchen Assistant **Person Specification**

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| **Job Knowledge** | **Essential** | **Desirable** |
| The knowledge that is required to do the job | 5 GCSEs or equivalent including Maths and English.Confident with the use of IT systems. | Confident with the use of IT systems. |
| **Work Skills** | **Essential** | **Desirable** |
| The skills required to do the job | Experience of working in a busy customer service environment (including experience of dealing with the general public).Good communication skills and a friendly and personable manner (both face-to-face and over the telephone).Ability to work flexibly and deal effectively with conflicting demands and priorities.Comfortable working in a busy environment and under pressure.Accurate and thorough approach to workFlexible and motivated team member. | Previous experience of working in a school kitchen.Previous training in customer service and catering. Ability to prioritise own workload.Confident in handling difficult situations which could be confrontational.Awareness of diversity issues. |
| **Additional Factors** | **Essential** | **Desirable** |
| Additional factors relevant to the job to be considered | Ability to work 10:00am to 14:45pm term time including all teaching days and staff training days and cleaning/kitchen training days. Good general health.Smart appearance. |  |