

Kitchen Hand / Dish washer

Job Description



Moving Onwards & Upwards

Job title:	Kitchen Hand / Dishwasher
Salary scale:	Grade 2, scale point 8
Hours of work:	20 hours per week (11:30am - 2:30pm) / 5 days per week
Weeks worked:	39 weeks per annum
Responsible to:	Catering Manager
Responsible for:	n/a
Location:	Priestmead Primary School

This job description is not a contract of employment and will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the CEO, Academy Lead, Line Manager and in consultation with the postholder. In these circumstances, it will be the aim to reach an agreement on reasonable changes, but if an agreement is not possible, management reserves the right to make changes to the job description following consultation.

As a term of your employment, you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

When referring to the Trust, this also relates to the academies within the Trust.

Main purpose of the role

- To be responsible for the hand and machine wash duties within the kitchen
- Model positivity, passion and show a commitment to going above and beyond for the Priestmead community
- Be committed to teamwork through valuing all team members and being committed to effective communication
- Be responsible and accountable for achieving the highest possible standards in food hygiene and service
- Treat pupils and staff with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a member of staff's professional position
- Be a reflective and honest practitioner
- Take responsibility for promoting and safeguarding the welfare of children and young people within the school
- Undertake other duties as reasonable requested by the CEO, Academy Lead or your line manager.

Duties and responsibilities

- Wash dishes, glassware, flatware, pots, or pans using dishwashers or by hand
- Maintain kitchen work areas, equipment, or utensils in clean and orderly condition
- Place clean dishes, utensils, or cooking equipment in storage areas
- Stock supplies such as food or utensils in serving stations, cupboards, refrigerators, or salad bars
- Sweep or scrub floors
- Cleaning of kitchen according to established routines and statutory guidelines
- Removing waste from the kitchen to the bin area
- To follow all Health and Safety laws and guidelines and work within Food Hygiene Standards

- To follow all school policies relating to children's welfare and safeguarding. Including but not limited to - equal opportunities, health and safety, safeguarding, confidentiality and child protection
- Receiving deliveries and storing accordingly
- To assist with special functions at the school including Staff Development Days
- To assist with deep cleaning of the kitchen when required by the Catering Manager
- To maintain a high standard of personal cleanliness in line with statutory regulations
- To attend training or professional development as required by the role including responding to advice and feedback

Professional development

- Undertake continued professional development and training activities offered to further knowledge and skills, including the pursuit of professionally recognised qualifications.
- Proactively participating in regular performance management, led by your line manager, in accordance with the Appraisal Policy.
- To proactively completed statutory face to face and online training assigned to you by the deadline.

Responsibilities to the Trust and Priestmead Primary School

- Contribute to the development, implementation, and have a professional regard for The Trust's, **Children First** vision, ethos and overall success of the Trust and its academies.
- Be aware of and promote the safety and well-being of children in accordance with the Trust's Child Protection & Safeguarding Policy, Behaviour Policy, confidentiality and data protection, reporting all concerns in line with procedures.
- Be aware of, comply with, and apply the Trust's policies and procedures in relation to Adult Code of Conduct, Whistleblowing, Health and Safety, GDPR Data Protection, Equality and ICT.
- Be aware of, comply with, and apply professionally the ethos and all policies, procedures and best practices of the Trust, and those that form part of your role.
- Maintain the highest standards in attendance and punctuality, being professional in this regard and setting standards for the Trust.
- Collaborate, work effectively and share great practices with colleagues, governance, wider community and other relevant professionals within and beyond the Trust.
- Collaborate, work effectively and communicate with pupils, parents and carers in accordance with the Trust policies and procedures and your role.
- To appreciate and support the roles of others within the Trust and to treat others with dignity, value, respect whilst observing proper boundaries appropriate to a member of staff's professional position.
- Develop and maintain strong and professional working relationships and communication; be committed to teamwork with colleagues and team members; knowing how and when to draw on advice and support.
- To positively take part in Trust and academy events to support the children, parents, carers and wider community where necessary to display a community culture.

I confirm that I have read the job description and understand the requirements, essential functions and duties of the position.

Employee:

Date: Click or tap to enter a date.

Manager:

Date: Click or tap to enter a date.

Kitchen Hand / Dishwasher

Person Specification

[Those * are deemed essential in most roles within the Trust]

Please note, applicants are expected to demonstrate how they meet each element of the Person Specification in their application and personal statement. and these points will be explored at interview.

Education & Training	Essential	Desirable
GCSE grades 4-9 (A-C equivalent), including Maths and English (or equivalent)		*
Either have or be willing to have Level 2 Food Hygiene qualification		*
Experience	Essential	Desirable
Experience working within a customer or child focused environment	*	
Working within a school kitchen		*
Knowledge & Understanding	Essential	Desirable
Organised and self-motivated	*	
Reasonable physical fitness	*	
Have an understanding of all Safeguarding policies and guidelines within a school setting		*
Self-motivated and able to work alone without direction	*	
Be a team player	*	
Professional Skills	Essential	Desirable
Have a smart and professional appearance and be reliable	*	
Accurate spoken/written English, with the ability to converse at ease with pupils and adults	*	
Ability to work in a fast-paced and high-pressure environment, and stay calm	*	
Personal Qualities	Essential	Desirable
Commitment to the safeguarding and welfare of pupils and staff	*	
Respect for the ethos, vision, policies and procedures within the Trust and academy	*	
To have a professional, collaborative, polite and friendly work ethic and with people	*	
Learning from others to improve their own practice and sharing their skills with others	*	
Committed, positive work ethic	*	
Willingness to take a full and active role in academy life		*
Cheerful manner and a sense of humour!	*	