



BRONTE GIRLS' ACADEMY SECONDARY

Feversham Education Trust Family

Transforming Lives, Transforming Communities

JOB DESCRIPTION

Job Title:	Kitchen Assistant		
Base:	Bronte Girls Academy		
Reports to:	Catering Manager	Grade:	S1, Point 1 to 2
Staff Responsibility for:	N/A	Salary:	£18,333 - £18,516 (Pro Rata)
		Term:	TTO
Additional:	As assigned.		

JOB PURPOSE

To carry out kitchen work in a pleasant and professional manner, to the required standard, as directed by the Catering Manager.

1. KEY RESPONSIBILITIES AND ACCOUNTABILITIES

- 1.1. Carry out basic food preparation to the agreed standard as directed by the Catering Manager
- 1.2. Carry out washing up and cleaning in the kitchen, server and dining areas as required
- 1.3. Preparation of server counters and dining areas for service
- 1.4. Serve customers in a friendly and pleasant manner
- 1.5. Follow instructions issued by the Catering Manager
- 1.6. Operate a till when necessary
- 1.7. Carry out all tasks with due regard to the contract specification and all legislation including Health and Safety, Food Hygiene and Personal Hygiene
- 1.8. Report all accidents and dangerous occurrences to your Manager
- 1.9. Ensure correct materials, equipment and methods are used at all times and equipment is kept clean and in good working order. Report faulty machinery/equipment immediately
- 1.10. Wear full uniform at work and to ensure that it is clean and presentable at all times
- 1.11. Wear PPE provided and as directed
- 1.12. Use every effort to develop and maintain effective working relationships with our customers and colleagues
- 1.13. Attend training as required by your Manager
- 1.14. Be punctual for start and finish time
- 1.15. Ensure that efficient and economic use is made of all resources
- 1.16. Work effectively during contracted hours and be willing to work overtime as the job demands
- 1.17. Carry out any other reasonable duties as directed by Catering Manager



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- 1.18. Other duties of an appropriate level and nature may also be required, as directed by the Principal. 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 at any time after the consultation with the post holder.

2. HEALTH AND SAFETY

- 2.1. Comply with all statutory requirements in relation to Health & Safety and be aware of the schools Health & Safety policy.
- 2.2. Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- 2.3. Co-operate with the employer on all issues to do with Healthy, Safety and Welfare.

3. GENERAL

3.1. RESPONSIBILITY FOR ASSETS, MATERIALS ETC

- 3.1.1. The provision, use and storage of equipment and materials used by pupils with whom the post-holder is working.
- 3.1.2. A general responsibility for the care of all equipment and materials within the school and kitchen in conjunction with other members of staff.
- 3.1.3. All staff participate in the Academy's performance review scheme.

3.2. RANGE OF DECISION TAKING

- 3.2.1. Decisions within established working practices and procedures as laid down by the school. Copies of the school's practices and procedures are available.

The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.



PERSONNAL SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
QUALIFICATIONS				
1.	Basic Food Hygiene Certificates to be completed within 3 months of commencement.	E		
EXPERIENCE				
1.	No formal training is required as on the job training will be provided.	E	✓	✓
2.	Previous experience in catering	D	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
1.	Correct use of materials and equipment and care in carrying out duties.	E	✓	✓
2.	Abilities to understand oral instructions.	E	✓	✓
3.	Responsible for day to day decisions relating to the effectiveness of the kitchen provision.	E	✓	✓
4.	Aware of requirements under Health & Safety regulations.	D	✓	✓
5.	Knowledge of basic stock control.	D	✓	✓
PERSONAL QUALITIES				
1.	Able to act in an understanding and patient manner whilst remaining firm and fair.	E	✓	✓
2.	Able to work as part of a team.	E	✓	✓
3.	Able to understand and carry out instructions.	E	✓	✓
4.	Able to keep appropriate records.	E	✓	✓
5.	Able to use initiative within school policies and practices.	E	✓	✓
6.	Good standard of written and spoken English. Ability to express oneself clearly.	E	✓	✓
7.	Good numeracy skills	E	✓	✓