



Job Title	Kitchen Assistant
Salary	Grade 1 - FTE: £16,848.00
Location:	Nishkam School West London, 152 Syon Lane, Osterley, Hounslow, West London, TW7 5PN

Nishkam School West London is a Sikh ethos, multi-faith school that nurtures pupils of all faiths and beliefs. The Nishkam ethos is to create a selfless mind-set, to go beyond ourselves to serve others, create supportive communities and to realise our true potential.

JOB DESCRIPTION

Main Purpose:

- To be an effective member of the school catering team, primarily to assist in the preparation of school food and serve food to children as well as staff, using the appropriate etiquette.

Main activities will include:

- Operate all kitchen machinery and equipment competently i.e. dishwashers, mixers, steamer, combi oven.
- Wash all equipment used in the preparation of food, including, pots, pans, utensils, crockery and cutlery, to ensure that the kitchen wash up area is maintained to the high standards required by the School.
- Assist in unloading and storing food deliveries.
- Assist with the setting up of the food service counter, serve food, and clean the serving area.
- Ensure fresh ingredients and meals are stored at the correct temperatures.
- Ensure food storage areas are kept secure and hygienic with ingredients packed in sealed containers to prevent contamination.
- Monitor kitchen stock levels.
- Report any faults or problems in the kitchen to the Head Cook as soon as possible.
- Maintain high standards of cleanliness and hygiene in relation to food standards and safety incorporating Health & Safety and Government guidelines.
- Any other duties appropriate to the post.

General Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure compliance with the school's Equal Opportunities Policy and take an active role in promoting equality and diversity
- Support the school's vision, mission, faith and ethos.
- Attend relevant meetings as required
- Participate in training, other learning activities and performance development reviews.

PERSON SPECIFICATION – Kitchen Assistant

Experience / Knowledge:	Training, knowledge and/or experience of working in a professional kitchen - Essential Some basic experience in the handling/preparation & safe storage of food - Essential Experience working in a school kitchen – Preferred.
Key Skills:	The ability to understand and comply with work instructions (written and verbal) The ability to perform domestic duties in a kitchen. The ability to communicate clearly and effectively. The ability to work flexibly and proactively. The ability to stay calm when under pressure. The ability to work independently. The ability to form constructive working relationships with colleagues.
Personal Attributes:	Possess attributes such as reliability, integrity, enthusiasm, energy, perseverance, adaptability.
Qualification and Training:	Basic literacy and numeracy skills. A willingness to receive training in the preparation of food and to take a certificate in basic food & hygiene. A willingness to receive training in COSHH (Care Of Substances Hazardous to Health). A willingness to receive training in Health & Safety Regulations & maintain these standards at all times during all working tasks.
Other Special Conditions of Service:	There is a requirement to undertake an enhanced Disclosure and Barring Service check.

Signature of Manager:

Date:

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Signature of post holder:

Date:

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