

Job Description

Role: Kitchen Assistant

Grade: Scale 1/2 £27,306 - £28,128 pro rata (timing: 9.00 – 3.00pm)

Reporting to: Head Chefs

Responsible for: Efficient and safe running of the school kitchens

Purpose of Post

- To support the governors and leadership team in attaining aims and objectives of the school improvement plan in order to secure the best outcomes for pupils.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

Main Duties

1. Main Duties/ Responsibilities

- Assist in preparing meals in accordance with an agreed seasonal menu under the guidance of the head chefs.
- Ensure that meals are presented and served in an attractive way.
- Work to deadlines to ensure meals are served promptly.
- To support the school's emphasis on health and wellbeing.
- To support projects such as the herb garden and food recycling projects.
- Ensure sufficient supplies throughout the service period.
- Ensure a high standard of hygiene and cleanliness that complies with service standards and statutory requirements.

2. Cleaning and general tasks

- Clean on a daily basis all catering areas to the required standard.
- Attend to the cleanliness of storage areas, including fridges and freezers.
- Ensure cutlery, crockery serving utensils, containers, tables and all other catering equipment is clean and maintained in good condition.
- Ensure that deliveries are put away in rotation.
- Take all necessary steps to ensure the maximum security of kitchen supplies and equipment.
- Inform the head chefs of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
- Ensure that policies and procedures with regard to health, safety and hygiene are adhered to at all times.
- Wear the correct uniform at all times.
- Work as part of a team contributing to the aims and values of the service.
- Seek guidance from the head chefs/sous chefs as appropriate.

Other Duties

Developing Self and Working with Others

- Keeping up to date with developments and changes in legislation and guidance.
- To seek, consider, and act upon professional support and advice as required.

Strengthening Community

- To develop and promote the services of the school to meet the needs of the community.
- Support and enable colleagues to flourish and develop in their roles, engendering a cohesive and cooperative approach to best support the ethos and values of the school.
- Support and encourage the school's ethos, its objectives, policies and procedures.
- Developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community.
- Building a school culture and curriculum that takes account of the richness and diversity of the school's communities.
- Promoting the concept of lifelong learning and family engagement with learning through partnership.

Safeguarding and Promoting the Welfare of Children

- To support the Senior Leadership team, to ensure a safe and supportive culture in the school;
- To support the Senior Leadership team, to ensure the welfare of children is safeguarded and promoted in line with current best practice and LA advice.

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Executive Headteacher and Heads of Schools (Secondary and Primary). Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description will be reviewed annually in the light of those changing requirements and in consultation with the post holder and Executive Headteacher.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School and Borough Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Enhanced disclosure from the Disclosure & Barring Service is essential.

Person Specification

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the essential criteria listed (**bold text**). Shortlisted candidates will be selected entirely on the extent to which they meet the essential criteria in their application form (unless stated otherwise below).

Qualifications & Experience	1. Experience of preparing fresh interesting and nutritious meals
Knowledge & Skills	<ol style="list-style-type: none"> 1. Good grasp of multiple cooking methods and an understanding of correct cooking; procedures such as blanching, searing, grilling, steaming, browning and sautéing. 2. Understand the needs of pupils with special dietary requirements and allergens. 3. Work with the head chef/sous chef on recipes and menu ideas. 4. Communicate knowledge of food preparation and produce. 5. Liaise with co-workers to deliver a prompt service and maintain superior health and safety standards. 6. Identify fresh fish, meat and produce. 7. Ability to read and complete simple instructions, such as cleaning rota, work rota and temperature control. 8. Able to understand seasonality and seasonally appropriate foods. 9. Ability to work on multiple tasks of varying difficulty through the day. 10. Ability to count dinner plates, cutlery and food portions. 11. Able to use and clean catering machinery and light equipment. 12. Able to encourage children to select a balanced meal. 13. Monitor control and reduce food waste. 14. Display and maintain a high standard of personal hygiene. 15. Be able to work within health & safety standards and food hygiene regulations.
Personal Qualities	<ol style="list-style-type: none"> 1. Able to show initiative and prioritise one's own work and that of others even when under pressure in a busy environment. 2. Punctual and conscientious (assessed through references). 3. Able to follow direction and work in collaboration with Head Chefs, Sous Chefs Executive Headteacher and Heads of Schools. (assessed through references). 4. A commitment to the both the kitchen's and the school's visions, values and ethos. 5. Able to develop good personal relationships within a team; contributing to high staff morale through the enthusiasm, drive and determination to inspire others and achieve the highest standards. 6. A personable nature to build effective relationships with parents and all members of the school community. 7. Able to communicate effectively. 8. A positive, solution-focussed mindset and determined "no-excuses" approach to raising standards 9. A commitment to the highest standards of child protection and safeguarding. 10. Recognition of the importance of personal responsibility for health and safety standards.

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name: _____ Sign: _____ Date: _____