

JOB DESCRIPTION

Post Title: Kitchen Assistant

Grade: D3, £20,812.00 FTE

Hours: 9.15am until 3pm, 28.75 hours per week.

Term time plus PLD and 5 deep cleaning days (40 weeks a year).

Employed by: Northampton Free School Trust

Line Manager: Catering Manager

Broad description of role:

Under the direction of the Kitchen Manager and working as part of a team to help the school reach its aims and objectives. You will assist with the production and serving of food items and in the care and cleaning of the kitchen and catering equipment in accordance with the schools standards.

Key Areas

Responsibilities

1. Kitchen Support

- To assist in food preparation as instructed by the kitchen manager to required standards, including weighing ingredients, washing and chopping fruit and vegetables, making salads and sandwiches, cooking meals (following the menu).
- To be aware of the daily menu requirements such as portion control.
- To be allergy aware at all times.
- To undertake and uphold food hygiene training and requirements.
- To complete efficient rotation of stock to minimise operating costs.
- To assist in the preparation and serving of food to learners and staff in accordance with current food hygiene regulations
- Provide an excellent standard of customer service and customer satisfaction at all times. Ensuring displays look attractive to encourage sales opportunities.
- Serve food including offering encouragement and guidance to assist learners in making choices.
- Prepare and load the dishwashing machine.
- Operate, unload and stack items in a safe manner.
- Use appropriate cleaners and maintain the dishwashers in a serviceable condition
- Empty food waste bins kitchen rubbish at the end of each shift, ensuring a high level of hygiene is maintained in the kitchen at all times

- Ensure the cleanliness of the stores & that all purchases are stored in strict rotation.
- Clearing and cleaning of all service, floors, preparation and eating areas, utensils and equipment
- Report any faulty equipment to the Kitchen Manager.
- Assisting in the checking of deliveries to include temperature checks
- Maintaining high standards of hygiene and service, including personal appearance and dress, as appropriate to a food hygiene area.
- Maintaining professional standards and conduct throughout the kitchen.
- Co-operating with all catering staff and undertaking such duties in the kitchen/service areas as requested, to ensure an efficient and effective service is delivered consistently.

2. School Support

- To undertake induction training and participate in staff review/appraisal/performance process and make use of professional development opportunities.
- To carry out the duties of the post in ways, which contribute to a supportive working environment within the school, for example; to comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, learners and members of the general public.
- To adhere to and maintain school policies, routines and codes of conduct and support the ethos of the school.
- To seek further CPD opportunities to continue to develop own personal knowledge and understanding.
- To be responsible and accountable for carrying out the post with regard to the school's Equal Opportunity Policy and Health and Safety at Work Act.
- To attend staff meetings, where appropriate and relevant, and other activities held outside normal school hours but not beyond your total working week.
- To understand the school's policies relevant to the specialist subject/support provided and how they relate to local and national frameworks/policies.

3. Appraisal/Performance Management.

- To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.
- To engage in the schools coaching model with regular coaching meetings.

4. Health and Safety

- Attend all Health and Safety meetings and ensure H&S standards are followed throughout the kitchen/catering areas.
- To ensure that practice is, in all respects consistent with the requirements of Wootton Park School's Health and Safety Policy as well as with any subject specific health and safety guidelines.

5. Safeguarding

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

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of

responsibility. Duties may be subject to periodic review by the Principal (in consultation with the post holder) to reflect the changing work composition of the business.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

Person Specification

The successful candidate is likely to be able to demonstrate the following:

Requirements	Essential	Desirable	Measured by Application form (A) or Interview process (I)
Education / Qualifications:			
At least 5 A*-C GCSEs including Math, English and Science or equivalent.		D	A
Food Hygiene/Food Safety Certificate		D	A
Experience:			
Working effectively in an education environment		D	A/I
Experience in a catering environment	E		A
Working using collaborative partnerships	E		A/I
Philosophy and commitment:			
Commitment to high standards, best value and continuous improvement	E		A/I
A 'can-do' approach and positive attitude to innovation and change	E		I
Commitment to Safeguarding & Child Protection	E		I
Personal qualities:			
Team player and ability to work on own	E		A/I
Enthusiasm	E		A/I
Initiative and self-motivation	E		A/I
Flexibility, creativity and ability to think laterally	E		A/I
Ability to be reflective and self-critical	E		A/I
Committed to the aims of Wootton Park School	E		A/I