

ST. JOHN'S



**Ambitious
about Autism**

Kitchen Assistant

Job description, 2024

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Job description

Job title	Kitchen Assistant	Team	Education
Job band	Salary:	Reporting to	Cafe Manager
Hours	35 hours per week Monday – Friday 7.30am-3.30pm Term time only	Line manages	N/A

Approved by: Head of Autism and Learner Support Team **Updated:** May 2024

About St John's:

St. John's is a non-maintained specialist provision, working with autistic people, the majority of whom also have learning disabilities. Some of our learners have co-occurring conditions such as epilepsy, hearing or visual impairments, or mental health needs. We also support autistic learners who have an additional profile of Pathological Demand Avoidance (PDA) syndrome.

Each learner's curriculum is shaped by their individual strengths, interests, and challenges. St. John's is awarded with Autism Accreditation by the National Autistic Society (NAS). We support our learners to develop their skills in the NAS's four focus areas of:

- Difference in social communication and interaction
- Self-reliance and problem-solving
- Sensory
- Emotional Well-being

St. John's has an outstanding training package which ensures our learners are supported by a highly skilled staff team who respect their choices and lifestyle. We have high expectations for our learners, helping them to achieve success in their future lives.

Role purpose

Team Domenica is a Brighton based social enterprise charity working with young adults with learning disabilities to train them for employment in a variety of disciplines. The role of Kitchen/ Catering Assistant is important in ensuring that Team Domenica meets the educational, social, emotional and learning needs of all learners.

Kitchen Assistant look to promote the inclusion of all learners ensuring that they have equal access to opportunities and become as independent as possible.

Key accountabilities and dimensions

- Preparing, soups, sandwiches, cakes, yoghurt pots daily.
- Printing labels for the above and packaging and displaying the cold items and presenting them in the counter fridges
- Serving customers teas, coffees and cakes from our professional coffee machine and operating the till
- Contribute to the daily and weekly cashing up
- Complete the Level 2 food safety course within 3 months of taking up the post
- Working in the wash up area, washing utensils and dishes and making sure they are clean, dry and stored appropriately
- Daily cleaning of kitchen and café area in accordance with health and safety regulations.
- Taking responsibility for the daily, weekly and monthly cleaning rota and upkeep the Food Safety SFBB diary daily.
- Ensure learners adhere to Food Hygiene standards.
- Ordering, receiving and storing ingredients and ensuring careful stock rotation
- Contribute to the weekly and monthly management of stock including a monthly stock take
- To ensure that all equipment is works correctly each day and to alert the manager immediately and take it out of service if anything is faulty
- Working with our learners to help them gain independence and confidence within the workplace
- Support learners behaviour whilst at work
- Contribute to each learner's bespoke education and training programme.
- Undertake learner observation and keep appropriate records under the guidance of the Education team
- Use the 'Systematic Instruction' training method to train learners in barista skills, till training, cookery techniques and customer service.
- Lead food preparation tasks, monitor and evaluate learners' progress.
- Keep learners safe and adhere to Charity's Safeguarding Policy.
- Supervise learners during break times and at lunchtime.
- Work as part of a team and have a flexible approach.
- Disposing of rubbish, operate the Laundry
- Offer customers excellent standards of customer service and care
- Ensuring that the café environment is pleasant and welcoming
- Having a friendly and engaging personality, a good communicator and able to work well under pressure
- Patience and the ability to remain calm in stressful situations
- To enjoy working with other people
- To be thorough and pay attention to detail
- The ability to use your initiative
- Comfortable working with our customers, able to initiate conversations and provide a sincere welcome and enjoy providing good service
- Ability to multi-task is crucial in this role, you will be willing to learn, take instruction and work under your own initiative whilst supporting the team
- Being adaptable to changing situations
- You will have experience of working in a café/kitchen and front of house
- Ideally Barista trained
- Experience in food prep essential
- A passion for food and hospitality with the desire to contribute to new menu ideas and share knowledge.
- Being able to use a computer terminal or hand-held device

- Experience of working with adults with learning disabilities is preferable but not essential

Additional duties:

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold Ambitious about Autism policies to protect and safeguard pupils in order to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms Equality, Diversity and Inclusion policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all materials
- Demonstrate the vision and values of Ambitious about Autism in everyday work and practice, upholding the ethos of challenge and support where all pupils/learners can reach their full potential and maximise their engagement in learning.

This job description forms part of your Terms and Conditions of Employment and should be kept with a copy of your contract.

All of the above is an outline Job description and may be subject to change, according to the needs of the service, in consultation with the post holder. This job description details only the main duties & responsibilities of the post, it is not intended as an exhaustive list

Person specification

Role and band competencies	Essential
Specific knowledge, experience and technical skills	
1. Minimum C Grade in Maths and English Willingness to develop whilst in post	X
2. Relevant experience or commitment to working with autistic people and/or people with learning disabilities	X
3. Outstanding communication skills which allow open communication with children and young people with a range of needs	X
4. A willingness to develop an inclusive communication approach	X
5. A desire to work collaboratively with the wider team	X
6. Ability to provide a written handover of relevant information to colleagues and external agencies.	X
7. Excellent problem-solving skills	X
8. Ability to change and adapt to changing priorities.	X
9. Ability to observe a learner closely in their engagement and behaviours.	X
Personal attributes	
1. Commitment to working and supporting children and young people to become as independent as possible	X
2. Willingness to embrace, articulate, and work with St. John's objectives, visions, and values	X
3. Commitment to promoting and safeguarding the welfare of both learners and your colleagues at St. John's	X
4. Willingness to develop knowledge and understanding around behaviour and having a non-judgmental approach to Positive Behaviour Support	X
5. Commitment to learning and development	
6. Awareness of the importance of confidentiality	X
7. Good appreciation of health and safety in the workplace, data protection principles and equal opportunities.	X

How to apply

Stage	Timescale
Closing date for applications	TBC
Candidates informed of outcome of application	TBC
Interviews	TBC

If you would like to find out more about this exciting opportunity, need any further information or wish to have an informal discussion please contact Ben Lowe, **Recruitment Manager** – blowe@ambitiousaboutautism.org.uk

Equal opportunities monitoring

Ambitious about Autism is fully committed to equality of opportunity and diversity and we warmly welcome applications from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability, or age. All applications will be considered solely on merit.

Ambitious about Autism is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an Enhanced DBS check.

We are Ambitious about Autism

Ambitious about Autism is the national charity standing with autistic children and young people.

We believe every autistic child and young person has the right to be themselves and realise their ambitions.

We started as one school and have become a movement for change. We champion rights, campaign for change and create opportunities.

Contact us

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🌐 ambitiousaboutautism.org.uk

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Ambitious about Autism Schools Trust is an exempt charity in England and Wales and a registered company: 08335297.