



## Colonel Frank Seely Academy

### Job Description

Job Title:	Kitchen Assistant
Location:	Colonel Frank Seely Academy
Salary:	The Redhill Academy Trust Pay Scale, Band 5 £17,364 (full time equivalent)
Hours of Work:	20 hours per week, hours negotiable Term-time only
Responsible to:	Catering Manager
Post Objective:	To assist the Catering Manager with the preparation and cooking of the school meals as required.

### **Main Duties and Responsibilities:**

- To assist with the general duties involved in the production of and delivery of the lunch time service
- To assist with following cleaning procedures during the lunch time service and after.
- To assist in the preparation and cleaning of the dining area, including movement of furniture where appropriate
- To assist with any extra catering required by the academy other than the school meal
- To maintain hygiene and safety regulations for kitchen staff and self
- To carry out till work or work with regard to the vending facilities as and when required.

All food hygiene, health & safety training and uniform provided.

### **General**

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the school's policies and procedures.
- Undertake any other duties, which might be reasonably be regarded as within the responsibilities of the post, subject to the proviso that any changes

of a permanent nature shall be incorporated into the job description in specific terms.

I, ....., accept this job description, which is subject to annual review, as an accurate description of the post stated.

Signed (Post Holder): ..... Date: .....

Signed (Senior Manager): ..... Date: .....