

# Steying Grammar School

## Job Description

**Title:** Kitchen Assistant  
**Responsible to:** Catering Manager

**Grade:** I

### **Purpose of the Job**

To assist the Catering Team in the operation of the contract ensuring that high standards of hygiene, health and safety, food preparation and food service are maintained at all times, in any of the school catering facilities, on any of the three campus's.

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- Cleaning of store/pantry/kitchen/cookers/freezers, working to the daily cleaning schedule within government guidelines.
- Basic food preparation ie chopping vegetables, salad, sandwich making.
- Under supervision, assist with basic cooking.
- Assisting with the serving of meals.
- Preparation, delivery and collection of hospitality trays.
- Washing up.
- Washing surfaces of tables in dining area, sanitising all surfaces, sweeping and washing of floors.
- Packing/preparing lunches for field trips.
- Undertake Food Hygiene training annually.
- Have a knowledge of Healthy Eating guidelines adhering to government and school policy.
- To work flexibly across all three school campus's as and when required.
- Adhere to Government Health and Safety guidelines within the kitchen and participate in on the job training.
- To undertake any other duties that reasonably fall within the purview of the post which may be allocated by the Headteacher after consultation with the post-holder.

*This job description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals of about one year and may be subject to modification or amendment at any time after consultation with the holder of the post.*

**All postholders' share responsibility for safeguarding and promoting the welfare of children**

**Mrs Nat Nicol**  
**Associate Headteacher**  
**September 2021**

Person Specification: **Kitchen Assistant**  
(E = Essential D = Desirable)

Qualifications:	
Health and Hygiene certificate	D
Knowledge:	
Knowledge of school catering organisation and Health and Hygiene requirements	D
Skills:	
Good organisation skills	E
Good interpersonal skills	E
Full Drivers Licence	E
Ability to work unsupervised and on ones own initiative	E
Experience:	
Experience of working under pressure in a busy environment	E
Experience of dealing with young people in work or home situation	D
Experience of working in a school kitchen	D
Values:	
Able to work under pressure	E
Flexible	E
Safeguarding:	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E
<b>All postholders' share responsibility for safeguarding and promoting the welfare of children</b>	

*Please note:*

*In addition to a candidates' ability to perform the duties of the above post, the interview (if you are successfully shortlisted) will also explore issues relating to safeguarding and promoting the welfare of children.*