

# Kitchen Assistant

## Southwick Community Primary School



**Address:** Shakespeare Street, Southwick, SR5 2JX  
**Tel:** 0191 5009554  
**Fax:** 0191 5493822  
**Email:** [info@southwickprimary.co.uk](mailto:info@southwickprimary.co.uk)  
**Head Teacher:** Mr Christian Robson

**Responsible to:** Cook in Charge / Community Manager  
To assist in the preparation, cooking and serving of meals.

**Hours of work:** 10 hours per week – Term Time only

**Salary:** Grade 1 point 13. £17,391 pro rata

### DUTIES

#### Food preparation

1. Assist in the preparation and presentation of food.
2. Prepare all food items within agreed cooking methods and portion controls.
3. Implement and maintain the School's food standards, and work with the Cook and other kitchen staff.
4. Ensure the food safety of pupils with particular and special diets.

#### Health and safety

1. Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy.
2. Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis.
3. Carry out a deep clean as directed by the Cook in Charge.
4. Ensure compliance with the School's Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors.
5. Report immediately any machinery faults to the Cook in Charge.
6. Co-operate with the employer on all issues relating to health, safety and welfare.
7. Maintain a high standard of personal cleanliness and hygiene.

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### Food Service

1. Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.
2. Supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies.

### General

1. Assist in the production and service of special functions, as required.
2. Attend meetings and training courses as may be required for personal and professional development.
3. Undertake such other work as may be requested by the Cook in charge up to or at a level consistent with the principal duties and responsibilities of the role.

**This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a criminal record check from the Disclosure and Barring Service.**

**Application forms will be available on the school website: [www.southwickprimary.co.uk](http://www.southwickprimary.co.uk) or by sending a large stamped addressed envelope to the School Office. (Please ensure the correct postage is used)**

**Hard copy version only of the completed forms should be returned to the Headteacher.**

**Closing date:** 21<sup>st</sup> September 2018

**Shortlisting:** 21<sup>st</sup> September 2018

**Interviews:** 28th September 2018