



# PARKSIDE HOUSE SCHOOL

## **Job Description**

Kitchen Assistant SEND School

**Job title:** Kitchen Assistant

**Responsible to:** School Cook

### **PURPOSE OF ROLE**

To assist in the preparation, cooking and serving of school meals and cleaning up afterwards.

### **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 on improving where possible.
4. Ensure the food safety of pupils with particular and special diets.

#### **HEALTH & SAFETY**

1. Ensure correct use of materials and equipment, and ensure working 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 school cook and Head Teacher.
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 School Cook.
6. Co-operate with the School Cook and Head Teacher on all issues relating to health, safety and welfare.
7. Maintain a high standard of personal cleanliness and hygiene.
8. Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere.



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9. If required 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 Head Teacher up to or at a level consistent with the principal duties and responsibilities of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and students to provide a welcoming environment to visitors and telephone callers.

All school staff have a responsibility to provide a safe environment in which children can learn and have a responsibility to identify children who may be in need of extra help or who are suffering or likely to suffer significant harm, all staff have a responsibility to take action and report this to the Designated Safeguarding Lead.

*THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO RELEVANT VETTING CHECKS, INCLUDING A SATISFACTORY **ENHANCED** DISCLOSURE BEFORE AN OFFER OF APPOINTMENT IS CONFIRMED. FOLLOWING APPOINTMENT, THE EMPLOYEE WILL BE SUBJECT TO RECHECKING AS REQUIRED FROM TIME TO TIME BY THE SCHOOL.*