Lanchester EP School

Kitchen Assistant

Grade 1

Term Time only

**Job Description**

**Key Areas**

**These are the main duties and responsibilities needed to achieve the job purpose. Concentrate on outputs rather than tasks and use bullet points:**

* To assist with preparing food and cooking school meals.
* To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
* Operate the dishwasher following correct usage procedures to ensure optimum results.
* Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
* Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
* Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
* To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
* Assist with the operation of the school laundry as required.
* Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations.
* To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
* Role requires working with a team.
* Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
* Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
* Maintain accident records as required.

The Post holder may undertake any other duties that are commensurate with the post

* The post holder has common duties and responsibilities in the areas of:-
* Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction