**JOB DESCRIPTION**

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| **POST TITLE:** | **Kitchen Assistant** |
| **GRADE:** | **Grade C SCP 3 (15 hours per week, TTO + 5 days)** |
| **REPORTING RELATIONSHIP:** | **Catering Manager/Operations Manager** |
| **JOB PURPOSE:** | To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the campus kitchen and all associated areas are kept clean, hygienic and safe. |

**MAIN DUTIES/RESPONSIBILITIES**

* Serving meals to students and staff.
* Operating and cleaning catering equipment
* Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
* Preparing and clearing away dining areas and service areas.
* Basic Food Preparation
* Ensuring that only the correct cleaning materials are used
* To be aware of COSHH in relation to the above activities and the school’s needs
* Be trained in First Aid at work

To observe Health and Safety regulations and guidelines by:

* Following agreed risk assessment when moving furniture etc. to clean
* Ensuring that cleaning materials are safely stored, and are not accessible to pupils
* Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
* To be aware of and follow Campus policies and procedures

**General Accountabilities**

Participate in team Meetings with the Catering Manager.

Attend staff briefings, staff meetings and PD training sessions, at the direction of the Operations Manager.

Attend relevant CPD.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**.

**Signed:**

**Date:**

**PERSON SPECIFICATION – Learning Support Assistant**

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education**  | E1 | * Foundation Certificate in Food Safety Level 2 or willingness to train to achieve this
 | AF,C | D1D2 | * First Aid qualification
* Willingness to be trained as a First Aider to deal with minor incidents.
 | AF,CAF,C |
| **Experience & Knowledge** | E2E3 | * Working within a team environment
* Understanding of Health and Safety issues and COSHH
 | AF,I, R | D3 | * Team working within a catering setting
 | AF |
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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| Skills | E4E5 | * Good oral communication skills
* The ability to
* prioritise, plan and organise
* work as part of a team
* be flexible in responding to reasonable requests
 | AF,I,RAF,I,R |  |  |  |
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| **Personal** **Attributes** | E6E7E8E9E10 | • Energy, vigour and perseverance.• Self confidence and initiative.• Enthusiasm and commitment.• Reliability, resilience and integrity.• Personal impact and presence. | AF,IAF,I,R | D4 | • Have a willingness to be part of a whole school/campus collaborative learning culture. |  |

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| **ESSENTIAL** | **DESIRABLE** |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria**No.** | ATTRIBUTE | **Stage Identified** |
| **Special Requirements** | E11 | Suitable to work in a school with children/young people | AF,R,I |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references