**Job Description**

Post title: General Kitchen Assistant

Grade: Grade B SCP 3

Reports to: Catering Manager

**Job Purpose**

* To work in the school kitchen and the other catering outlets at St Leonard’s Catholic School. You will be required to prepare in advance for service, serve over mid-morning break and lunchtime, and clean down after service.

**Main Duties and Responsibilities**

* Carry out basic food preparation tasks.
* Use kitchen equipment, as directed by your supervisor.
* Serve during mid-morning break and lunchtime.
* Wash crockery and utensils, and complete daily cleaning tasks in kitchen areas.
* Comply with Health & Safety and Hygiene regulations.
* Complete HACCP documentation on a daily basis.
* Report problems and issues, such as failing equipment and Health & Safety hazards to your supervisor.
* Communicate effectively with staff and students within the school.
* Complete training to enable safe completion of duties.
* Carry out other duties as may reasonably be required from time to time.

**Additional Information**

* Engage in promoting the values and acting as a role model for the Trust.
* Be aware and comply with equal opportunities, health and safety, and all other Trust policies at all times.
* Comply with the principles and requirements of the General Data Protection Regulation and the Data protection Act 2018 in relation to the management of the Trust’s records and information, and respect the privacy of personal information held by the BWCET; comply with the principles and requirements of the Freedom in Information Act 2000; comply with the Trust’s information security standards, and requirements for the management and handling of information; and use Trust information only for authorised purposes.

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

**January 2024**

**Person Specification**

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| **Factors** | **Essential** | **Desirable** |
| **Qualifications & Training** | E1E2 | Right to work in the UK Basic Food Hygiene Certificate (or willing to work towards) | D1D2D3 | L2 or above Food Hygiene Certificate L2 Health and Safety Certificate Manual Handling Certificate  |
| **Experience** | E3 | Experience handling food | D4D5D6D7 | Experience in a similar positionKnowledge of working with cleaning chemicals Knowledge of PPE and how to deep clean kitchen equipment Knowledge of HACCP  |
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| **Skills** | E4E5E6 | Demonstrate an ability to manage pressure, prioritise tasks and communicate effectively at all levelsThe ability to comply with Food Handling & Hygiene standardsThe ability to comply with Health & Safety regulations |  |  |
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| **Personal Attributes** | E7E8E9E10E11E12 | Ability to work in a team Ability to operate kitchen equipment safely (Manual handling training will be given)Flexible approach to work Commitment to high standards Good time-management skills   Good communication skills  |  |  |
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| **Special Requirements** | E13E14 | A commitment to safeguard the welfare of children Compliance with data protection principles |  |  |
| E15E16E17 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policiesCompliance with health and safety policies, rules and regulationsTo uphold the Catholic ethos of our schools |  |  |
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**January 2024**