**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** | E1  E2 | Right to work in the UK  Basic Food Hygiene Certificate (or willing to work towards) | D1  D2  D3 | L2 or above Food Hygiene Certificate  L2 Health and Safety Certificate  Manual Handling Certificate |
| **Experience** | E3 | Experience handling food | D4  D5  D6  D7 | Experience in a similar position  Knowledge of working with cleaning chemicals  Knowledge of PPE and how to deep clean kitchen equipment  Knowledge of HACCP |
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| **Skills** | E4  E5  E6 | Demonstrate an ability to manage pressure, prioritise tasks and communicate effectively at all levels  The ability to comply with Food Handling & Hygiene standards  The ability to comply with Health & Safety regulations |  |  |
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| **Personal Attributes** | E7  E8  E9  E10  E11  E12 | 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** | E13  E14 | A commitment to safeguard the welfare of children  Compliance with data protection principles |  |  |
| E15  E16  E17 | Compliance with Equal Opportunities Policies, the Trust/school Code of Conduct, and all other Trust/school policies  Compliance with health and safety policies, rules and regulations  To uphold the Catholic ethos of our schools |  |  |
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**January 2024**