

JOB DESCRIPTION

Post Title: KITCHEN ASSISTANT	Post No.	Grade: £23,419 (pro - rata)
Responsible to: Head of Kitchen		

MAIN PURPOSE OF THE JOB

To assist in the preparation and serving of foods, maintaining the cleanliness of the kitchen and other areas used for the operation and working at all times within current legislation.

DUTIES & RESPONSIBILITIES

1. Provide assistance to the Head of Kitchen in the preparation of meals including basic cookery i.e. steaming vegetables.
2. Provide assistance to the Head of Kitchen in the serving of meals to the service users.
3. Be confident to cover and provide meals in the Head of Kitchen's absence.
4. Washing equipment, including appliances, and the cleaning of the kitchen and other ancillary areas, including the dining areas.
5. Setting up of the dining room which may include the handling of tables and chairs.
6. To work on a rota basis and ensure all duties are carried out efficiently and effectively.
7. To ensure all duties are carried out within the constraints of any current legislation i.e. Food Hygiene, Nutritional Standards, this would normally include the accurate taking and recording of food temperatures at the direction of the Head of Kitchen.

8. Ensure that all duties and responsibilities are discharged in accordance with the school's Health and Safety at Work policy.
9. To participate in the school's Performance Management Scheme ensuring that performance standards and targets are set and met within the agreed timescales.
10. The post-holder will comply with the school's Equal Opportunities Policy and assist with its development and promotion within the section.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the school's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties as directed by the Head of Kitchen, commensurate with the post.

Person Specification for the Post of Kitchen Assistant

Knowledge	<p>Basic food preparation</p> <p>Food hygiene</p> <p>Awareness of kitchen safety</p> <p>Awareness of healthy eating</p>
Skills and Abilities	<p>Ability to cover and provide meals in the Head of Kitchen's absence</p> <p>Carry out some heavy lifting</p>
Leadership And Management Framework	<p><u>Engaging With Others</u> An ability to work and communicate with other team members, pupils and school staff.</p>
	<p><u>Learning Effectively</u> To undertake further training as required.</p>
	<p><u>Achieving Results</u> The ability to plan and organise own work and carry out duties given.</p>
	<p><u>Valuing Diversity</u> An ability to understand and appreciate the needs of the school, other team members and students</p> <p>To have a commitment to anti-oppressive/anti-discriminatory behaviour in all aspects of the job.</p>
Other	<p>A satisfactory enhanced Child and Adult DBS check is required for this post.</p> <p>Satisfactory medical screening</p>