



General Kitchen Assistant Job Description

Job Title
General Kitchen Assistant (Part-time)
Salary
Grade 16 Fixed Term
Responsible to
Headteacher
Hours
8 hours 45 minutes per week 11:30am – 1:15pm Monday to Friday Term time only (38 working weeks)

Job Purpose
Under the direction of the Headteacher and Office Manager, the General Kitchen Assistant will: • Work as part of a team providing a catering service in the kitchen and dining area. • Be able to attend relevant health and safety training as provided by the School and Trust in order to carry out the duties of the post. • Carry out any additional duties as required by the Headteacher or Office Manager.

Main responsibilities and duties
• Basic food preparation. • Carrying out required duties of receiving food in the receiving kitchen from the sending kitchen (temperature checks, form signing, organising meals by pupil lists) • Washing and cleaning of cutlery, crockery, kitchen utensils and surfaces. • Clearing of tables and serving food cafeteria fashion. • Engage with the annual food audit and carry out required improvements as discussed with the Office Manager. • Help to maintain a safe and tidy working environment. • Be aware of good food hygiene and Health and Safety working practices and undertake basic food handling training as necessary. • Promote healthy lifestyles and healthy food choices. • To undertake any other reasonable duties as directed by the Headteacher, Office Manager or Chair of Governors.
Additional Support to the School • To attend all training as required • Contribute to the overall ethos/work/aims of the school.

- Attend staff meetings and staff development meetings when appropriate.
- Establishing and maintaining relationships with other school staff and where appropriate with parents.
- Support the school's fire and emergency procedures by being familiar with the instructions for staff and children located in all the teaching areas and taking appropriate action should the need arise.
- Supporting the school's first aid procedures by reporting any and every accident/injury.

Key Contacts and Relationships

The General Kitchen Assistant will be line managed by the Headteachers, and the Office Manager deputising in his capacity and will:

Communicate effectively with other staff members, pupils and parents

Understand their role in order to be able to work collaboratively with Headteacher and Office Manager and other colleagues.

Collaborate and work with colleagues, external agencies, students and parents

Develop effective professional relationships with colleagues.

Contact with all appropriate staff in school to pass and receive information, advice, guidance, suggestions and ideas.

Physical Effort and Working Conditions

A normal school environment, although the jobholder may be involved in external activities, such as educational visits.

Other Specific Duties

- Play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy
- Uphold the principles of safeguarding and promoting the welfare of children and be aware that safeguarding is everyone's responsibility

Special notes of conditions

Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.

To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.

To take responsibility for upholding and complying with the Trust's Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.

To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.

The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work.

Review

This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

General Kitchen Assistant Person Specification

Category	Essential	Desirable
Qualifications	• Basic Literacy and Numeracy skills	
Knowledge, skills and experience	• Basic knowledge of food safety and Health and Safety requirements (a common-sense approach) • Ability to work as part of a team • Good interpersonal skills • Ability to work and communicate with young people • Ability to accept and follow instructions • Ability to work unsupervised • Ability to work in a way that promotes the safety and wellbeing of children and young people	• Food handling training (full training will be required)
Interpersonal and communication skills	• Able to establish good working relationships with immediate team and the wider staff of the school. • Able to demonstrate an understanding of working as part of a team. • Positive, can-do attitude • Enthusiasm with a 'can do' attitude. • Flexible approach in relation to work • Willingness to undertake training to improve skill base or adapt to changing circumstances. • Shows a personal commitment to safeguarding, appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances demonstrating that they contribute to a safe environment. • Honesty and integrity	
School's Values and Ethos	• Possess a positive and sympathetic philosophy towards working in a Church of England school. • Value the contribution that each individual brings to the school community. • Respect and value diversity and promote equality • Promote and model mutual respect	
Additional requirements	• Must be eligible to work in the UK.	

	• Must satisfy relevant pre-employment checks including DBS Clearance. • Shortlisted applicants may be subject to online checks as part of our Safer Recruitment Procedures. • Two supportive professional references. (References from friends will not be accepted).	
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