

Five Acre Wood - Kitchen Assistant

Reports to: Catering Manager

Pay grade: KSB

Purpose of Job:

To assist the Catering Manager with deliveries, keeping the kitchen and dining hall clean and tidy and helping to provide a healthy lunch for the staff and pupils of the school on a daily basis.

Key responsibilities

- Washing up and cleaning kitchen and related equipment as directed by the Catering Manager throughout the day with particular emphasis on end of day cleaning procedures and clearing away.
- To ensure all standards are met during the daily service at the school.
- To work with team members to ensure the service is efficient daily.
- Assist in checking and storage of deliveries each week.
- Assist in the preparation, cooking and serving of the daily lunch and after school teas.
- Assist in the setting up of dining tables including the laying of the tables.
- Cleaning equipment and keeping in good working order including checking freezers and stock regularly
- Generally keeping kitchen and equipment up to Health, Hygiene and Safety levels
- Ensuring kitchen and equipment are ready for a new term
- Any other duties as requested by the Catering Manager or SLT.

Effective communication and engagement with students, their families and carers and other professionals.

- Work in a team context – forging and sustaining relationships across agencies and respecting the contribution of others working with children and their families.
- Keep abreast of whole school communication.
- Contribute to the overall work/aims of the school.

Professional and Personal Conduct

- Communicate effectively with parents, carers and external professionals, as requested.
- Keep abreast of whole school communication.
- Arrive at school in time to be appropriately prepared for the start of working hours.
- Work collaboratively with colleagues and lead teaching assistants when required.
- Provide accurate feedback and maintain appropriate records.
- Participate in meetings, training and other learning activities and performance development as required.
- Contribute to the overall work/aims of the school.
- Any other duties as requested by the line manager, SLT or HR.

Safeguarding and promoting the welfare of the child

- Safeguard and promote the welfare of children by providing a safe, supportive environment, working within school policies, maintaining professional boundaries, and understanding role limitations.
- Only carry out care interventions when appropriately trained and assessed as competent, and assist with the supervision of individuals and groups as required.
- Monitor, record, and report safeguarding concerns or changes appropriately, referring to line managers in line with school policies and maintaining accurate records.

Health & safety

- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.

Your duties will initially be as set out in the job description, but this could be amended from time to time to reflect changes in or to the job.

Person Specification

REQUIREMENT	ESSENTIAL	DESIRABLE
QUALIFICATIONS /TRAINING	At least GCSE English Grade C (or above/equivalent)	Level 2 Food Hygiene and Safety for Catering or willingness to work towards
EXPERIENCE		- Previous experience of catering/Kitchen Assistant - Experience of working in an educational setting
KNOWLEDGE	Current Food Standards	Knowledge of special dietary requirements and allergy management
SKILLS/ABILITIES	Good communications skills	
PERSONAL QUALITIES	- Organised - Attention to detail - Being discrete, professional, respectful and friendly - Being efficient and dependable, while maintaining flexibility to adapt to rapid change, while remaining calm in unexpected or changing situations - Ability to work successfully as part of a team - Confidentiality - To be committed to the school's policies and ethos - To be committed to continuing professional development	
EFFORT/ENVIRONMENT	- Ability to form and maintain appropriate relationships and personal boundaries with children and young people - Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline - To assist with ensuring Safeguarding policies and protocols are correctly followed	

Acknowledgement of Receipt of Job Description

- I have received a copy of the job description for Kitchen Assistant and have read and understand the duties and responsibilities.
- I understand that the duties and responsibilities in the job description are subject to change at the discretion of my employer at any time.
- I understand that my signature below indicates that I have read and understood the above statements.

Name: _____

Signature: _____

Date: _____