

AMHERST SCHOOL

JOB PROFILE

(Standard Job Description, Skills and Behaviours for the Job)

SECTION 1

JOB FAMILY	Catering
JOB PROFILE TITLE	Catering 1 (normally applies to Kitchen Assistant posts)
NAME	
DATE	

Summary of Job:

To assist in the hygienic preparation, delivery and/or serving of meals and ensuring the kitchen and equipment is cleaned to a high standard.

Outline of Main Duties:

1. Provide daily cleaning of kitchen surfaces, floors, equipment and appliances to ensure the cleanliness of the working environment, so that meals can be prepared in accordance with acceptable standards of hygiene.
2. Assist with the preparation, delivery and/or serving of food to enable the Catering Manager to prepare and serve meals on time.
3. Assist with the receipt and storage of groceries to enable the Catering Manager to maintain adequate stock control.
4. Monitor fridge stock rotation to enable standards of hygiene to be maintained (where applicable).
5. Attend training courses as required and assist in the training of other premises support staff as directed.
6. Comply with Health & Safety, Fire Regulations and other County policies. To have an awareness of the location allergen records so that they can be produced on request

Staff & Others Supervised by the Job Holder:

None

Signed

Employee

Signed.....

Business Manager

JOB PROFILE: CT1 (Kitchen Assistant posts)

SECTION II

This section to be used at Induction, Appraisal and for Personal Development Planning.

Skills Required:

A skill describes what you need to know and be able to do in order to perform the job at a fully competent level. Skills include every kind of knowledge and experience required. Full descriptions for each level are set out in the Skills Dictionary. The skill levels build on each other so that if level 3 is required for the job, levels 1 and 2 will also be needed.

	Skills Summary (wording from Skills Dictionary)	Level
1	<p><u>Technical Skills and Qualification</u></p> <ul style="list-style-type: none"> • Use of a range of basic tools and machinery, eg. kitchen equipment, cleaning equipment, etc. • Follows work routines/instructions • Day to day operational maintenance of plant and equipment, eg. topping up fluids (oil, petrol, diesel, cleaning fluid, etc.), shelf stacking, etc. • Knowledge that is usually acquired based on “on the job training”, but often requiring some attendance of formal courses e.g. certificate in First Aid, safe operation of equipment, etc. 	2
2	<p><u>Operational Knowledge</u></p> <ul style="list-style-type: none"> • Knowledge of own task/job • Knowledge of all procedures in own task/job • Knowledge of any/all common practices associated with own job 	1
3	<p><u>Planning and Organising</u></p> <ul style="list-style-type: none"> • Knows, understands and is able to apply the work routines in the job • Able to work within set routines • Knows where to find work instructions and documents (e.g. job sheets, health and safety guidance) • Able to complete basic time and job sheets or other basic forms required for the job • Able to recognise problems and report to supervisor 	1
4	<p><u>Working with People</u></p> <ul style="list-style-type: none"> • Understands the requirement for working with others and in teams • Able to form effective working relationships needed for the job • Able to deal with others courteously and in an acceptable manner 	1
5	<p><u>Communication</u></p> <ul style="list-style-type: none"> • Able to communicate factual information politely and courteously • Has everyday spoken skills e.g. telephone and face-to-face conversations • Has basic written and numeric skills appropriate to the job • Able to listen, observe and report information to supervisor • Able to communicate with others in an acceptable and appropriate manner, e.g. patience, tact, humour, sensitivity, understanding, firmness 	1

	<ul style="list-style-type: none"> • Understands and applies confidentiality relevant to the client group, job and workplace. 	
6	<p><u>Money Skills</u></p> <ul style="list-style-type: none"> • None applicable 	0
7	<p><u>Health and Safety</u></p> <ul style="list-style-type: none"> • Understands and able to apply Health and Safety procedures relevant to the job such as: <ul style="list-style-type: none"> - Manual handling; - safe use of machinery and/or equipment; - COSHH ; - First Aid and Hygiene Practice; - lone working procedures and responsibilities • Able to recognise and to deal with emergency situations 	2
8	<p><u>Equality</u></p> <ul style="list-style-type: none"> • Understands equal opportunities • Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager 	1