



Kitchen Assistant

Job Description

Reports to: Catering Manager

Responsible to: Business Manager

Job Purpose

The purpose of this job is to assist the Catering Manager to prepare and serve school meals. There is also an element of interaction with students to encourage a happy and healthy school lunchtime. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Main Duties and Responsibilities

- Assist with the preparation, cooking and serving of meals, considering any special dietary needs.
- To assist with the clearing up and cleaning of the kitchen equipment, kitchen area and dining hall.
- Food preparation: both on site serving and for other schools if required.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained.
- Ensuring adequate food supplies.
- Reporting problems raised.
- Report any cancellations or extra meals needed and maintaining records.
- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.
- Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour.

General Accountabilities

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment.
- Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Attend training courses, and team meetings as required.

Person Specification

Criteria	Standard
Qualifications	<ul style="list-style-type: none"> • Good standard of education, catering experience • NVQ Level 2 – Food Preparation • Food and Hygiene Certificate level 2
Experience	<ul style="list-style-type: none"> • Some experience of working in a similar role would be beneficial • Experience of producing home cooked food
Knowledge	<ul style="list-style-type: none"> • The need to comply with the information provided in your staff handbook distributed to you at your induction • You must adhere to all Health & Safety policies and procedures and bring to the immediate attention of your line manager any activity/occurrence which may prove a danger to either yourself or others • Awareness and understanding of current legislation and guidelines relating to nutrition, food and hygiene, health and safety and COSHH
Skills	<ul style="list-style-type: none"> • The ability to work in an organised manner • Ability to work under pressure • Have a passion for food, desire to deliver a high-quality lunch time meal for pupils • The ability to understand direct instruction from your Line Manager or from the Senior Leadership Team • Flexible approach, willing to take on new ideas to improve the service to the customer
Personal style & behaviours	<ul style="list-style-type: none"> • Ability to abide by the School's Code of Conduct • Develop good relationships with others by behaving with integrity, treating people with respect and leading by example. • Demonstrates a professional approach which generates credibility and confidence. • The ability to work independently but also are a good team player when the need arises.

Essential

- Ability to be adaptable in a fast-paced extremely environment;
- Commitment to the safeguarding and welfare of all children;
- Flexibility to manage short-notice change calmly
- Excellent team player;
- High expectations of others;
- Resilience;
- Ability to work on own initiative;

Desirable

- Experience of working with young people from challenging backgrounds;
- The courage and conviction to make a difference;
- The ability to listen and communicate effectively;
- Sustain energy, optimism and motivation in the face of pressure and setbacks;
- Stay calm in difficult situations and maintain clarity of vision;
- Support the team and be aware of others' levels of resilience in different situations;
- Commitment to on-going improvement and learning.