

JOB TITLE	KITCHEN ASSISTANT
PAY GRADE	KSA FTE £24513.00/ACTUAL £9945.92
WORKING HOURS	17.5 HOURS PER WEEK, TTO 38 WEEKS PLUS 1 WEEK INSET
RESPONSIBLE TO	KITCHEN MANAGERS
DATE JD UPDATED	JULY 2024
WORKING TIMES	Daily 10.00am – 1.30pm (17.5 total)

Purpose of the Job:

To assist in the preparation, cooking and serving of food and beverages, as directed.

Key duties and responsibilities:

- 1 Assist in the preparation, cooking and serving of food and beverages
2. Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
3. Operate kitchen equipment, following training
4. Undertake cleaning and washing up as directed in the kitchen and dining areas
5. Refill and replace sauces, condiments and other consumables.
6. Assist with moving and setting up dining furniture
7. Must be a team player and have the ability to follow instructions and use own initiative.
8. Any other duties deemed reasonable by the Kitchen Managers.

	CRITERIA
QUALIFICATIONS	<p>You will not need previous specific experience or qualification. Recent school leavers will have evidence of basic educational achievements or qualifications.</p> <p>Food hygiene certificate an advantage</p>
EXPERIENCE	<p>Some relevant experience working with food and / or in a kitchen environment.</p>
SKILLS AND ABILITIES	<p>Ability to use of kitchen equipment, knives for food preparation</p> <p>Ability to be able to exchange of information with other catering and dining area staff. Interaction with pupils to ascertain needs.</p> <p>Needs to be able to be responsible for the safekeeping, cleanliness and use of equipment, supplies and consumables/assembly or disassembly of equipment used by others</p>
KNOWLEDGE	<p>Knowledge of a limited number of procedures and equipment for preparing, serving and assisting with cooking of food, relevant hygiene requirements.</p>

SAFEGUARDING AND SAFER RECRUITMENT

St Nicholas school is committed to safeguarding and always promoting the welfare of children and young persons. The post holder under the guidance of the Designated Safeguarding Lead (DSL), will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the School's Safeguarding policies.