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| JOB DESCRIPTION | |
| SCHOOL | St Georges |
| JOB TITLE | Kitchen Assistant |
| GRADE | APLa £ 24735 FTE |
| REPORTS TO | Headteacher / Cook |
| DATE | September 2025 |

**JOB PURPOSE**

To assist a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

**MAIN DUTIES AND RESPONSIBILTIES**

Food preparation and provision

* Assist the kitchen team to ensure provision of high-quality school meals paying attention to preparation and presentation
* Prepare all food items within agreed cooking methods and portion controls
* Ensure food safety for pupils with allergies and special dietary requirements
* Support the kitchen team to ensure a smooth service

Health and safety

* Ensure correct use of materials and equipment, and ensure walking areas are kept clean and tidy
* Maintain highest levels of cleanliness and hygiene within the kitchen area, and ensure that the cleaning schedule is completed on a daily basis. Ensure that kitchen equipment is used safely and according to operating manuals
* Carry out a deep clean as directed by the Cook
* Ensure compliance with the School’s Health & Safety policy, COSHH regulations and all statutory health and safety requirements, and ensure that these are observed by all members of staff and visitors
* Report immediately any machinery faults to the Cook or caretaker
* Co-operate with the employer on all issues relating to health, safety and welfare
* Maintain a high standard of personal cleanliness and hygiene. Wear the correct uniform

**Food Service**

* Serve staff, pupils and visitors at service time to the required standard and promote a warm, friendly atmosphere
* Supervise and look after pupils in the dining hall ensuring good order and discipline in accordance with School policies

**General**

* Assist in the production and service of special functions, as required
* Attend meetings and training courses as may be required for personal and professional development
* Undertake such other work as may be requested by the Cook up to maintain the service to our pupils that we expect

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

**Person Specification: Kitchen Assistant**

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| criteria | qualities | ESSTENTIAL OR DESIRABLE |
| **Qualifications  and training** | * Level 2 Food Safety (or equivalent) | Desirable |
| **Experience** | * Experience of working in a kitchen * Experience of working with young people | Desirable  Desirable |
| **Skills and knowledge** | * Good organizational skills * Ability to multitask and work effectively in a stressful environment * Good forward facing service skills | Essential  Essential  Essential |
| **Personal qualities** | * Ability to build good relationships with colleagues, pupils and staff * Commitment to promoting the ethos and values of the school * Commitment to maintaining confidentiality * Commitment to safeguarding pupil wellbeing and equality * Resilient, positive, forward looking and enthusiastic about making a difference to children and young people | Essential  Essential  Essential  Essential  Essential |

Print name (Employee) ……………………………………..

Signed (Employee): ……………………………………… Dated: …………………………………….

Signed (Headteacher): ……………………………………… Dated: …………………………………….