



Ripplevale School Kitchen Assistant Job Description

Name of Post Holder:

Post Title: Kitchen Assistant

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

Reporting to: Cook

Responsible for: None

Liaising with: All staff

Working Time: Mond-Thurs 10am – 2:30 pm - Term time only plus inset days as agreed.

Disclosure level: Enhanced

Summary of main duties/tasks of post

- Assist with the preparation, and/or serving of food according to the cook's requirements and assisting with cooking when required. All in accordance with the kitchen procedures
- Assist with laying dining room tables and clearing same
- Washing and wiping up when required, loading & unloading dishwasher
- 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.
- Practice safe food handling techniques at all times to ensure the food served is safe to eat
- Complete all monitoring forms as required by Health and Safety and Food Hygiene legislation.
- Attend / complete online training courses as required.
- Comply with Health and Safety, Fire Regulations and other school policies.
- To actively participate in the development and maintenance of quality systems within the kitchen for example contributing ideas to discussions and trialing proposed solutions as requested.
- To perform such other duties as reasonably requested by the cook in accordance with the conditions of this position.

Staffing

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To continue personal development in any relevant areas.

- To work as a member of a designated team and to contribute positively to effective working relations within the school.
- To attend support and whole staff meetings as required.

Quality Assurance

- To help to implement school quality procedures and to adhere to those.
- To take part, as may be required, in the review, development and management of activities relating to the organisation and pastoral functions of the school.

Communications and Liaison

- To communicate effectively with colleagues as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in school activities such as reviews, Open Day & Parents evening

Management of Resources

- To contribute to the process of ordering and allocation of equipment and materials, where appropriate.
- To assist the cook to identify resource needs and to contribute to the efficient/effective use of physical resources.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the pupils.

School Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and pupils to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.

General Duties

- To undertake the professional duties of a Kitchen Assistant.
- To work in accordance with the school's agreed policies and procedures as contained in the school handbook.
- To ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school's Equal Opportunities Policy.
- To undertake your personal Health and Safety responsibilities within the HASAWA 1974.
- To undertake any other duties that may be reasonably assigned to you commensurate with the level of the post.

The above outlines the main duties and responsibilities of the post but may not identify each individual task to be undertaken.

Safeguarding/Child Protection

- To make yourself aware of all policies and ensure that you abide by Ripplevale School's Safeguarding & Child Protection Policies which contains the names and points of contact for all relevant agencies.
- To participate in all Safeguarding/ Child Protection training required by the school.
- To immediately report any incidents of a safeguarding/child protection nature to the school's Designated Safeguard Lead.
- Failure by a member of staff to report actual or suspected physical, sexual or emotional abuse or neglect of a pupil is a disciplinary offence.

Signatures:

The school will undertake to make any reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for an employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis (or as need arises) and following consultation with you may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed..... (Kitchen Assistant)

Dated:

Signed: (CEO)

Dated: