

Job description Kitchen Assistant GR0330

Job title	Kitchen Assistant		
School	Sidestrand Hall		
Section			
Location	Sidestrand		
JE number		GR number	0330
Grade	B		
Responsible to	Cook. The School Business Manager has overall Line Management Responsibility		
Responsible for			
Effective date	June 2021		

Role and context

To work as part of a team, to ensure that healthy and nutritious meals are provided for staff, pupils and guests.

Other job information (e.g. any special factors or constraints).
Principal accountabilities
Accountability.

1. To assist the Cook with food preparation as required
2. To work with other members of the kitchen team to ensure the timely delivery of the lunchtime meal.
3. To work with other members of the team to ensure efficient clearing away and washing up.
4. Under the guidance of the Cook, to work with other members of the kitchen team to ensure that high standards of cleanliness are maintained in all areas of the Kitchen and Dining Rooms.
5. Under the guidance of the Cook, to work with other members of the kitchen team to ensure that all workplace Health and Safety and Food Hygiene Standards are met.
6. To undertake other similar duties and activities within the grade and scope of the post as directed by the Head Teacher.

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Person specification	
Qualifications	
Essential	Desirable
<ul style="list-style-type: none"> - Understanding of Health and Safety in the workplace - Willingness to undertake relevant training 	<ul style="list-style-type: none"> - Basic Food Hygiene Certificate
Experience	
Essential	Desirable
	<ul style="list-style-type: none"> - Experience of a catering/cleaning environment - Experience of a school/complex needs environment
Skills/knowledge	
Essential	Desirable
<ul style="list-style-type: none"> - Ability to work under pressure as part of a very busy team - Ability to think and act flexibly - Ability to communicate positively at all levels with adults and children - Good degree of physical fitness - Willingness to promote the ethos and aims of the school 	

General information

- The job description details the main outcomes of the job and will be updated if these outcomes change.
- All work performed/duties undertaken must be carried out in accordance with relevant County Council and School policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.