Kitchen Assistant

Job Description

**Reports to:** School Cook

**Responsible to:** Business Manager

# Job Purpose

The purpose of this job is to assist the School Cook 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 area.
* Food preparation.
* 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**

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| **Criteria** | **Standard** |
| **Qualifications** | * Good standard of education, catering experience * NVQ Level 2 – Food Preparation * Food and Hygiene Certificate level 2 |
| **Experience** | * Some experience of working in a similar role would be beneficial * Experience of producing home cooked food |
| **Knowledge** | * 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** | * 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** | * 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 with a range of complex diagnoses;
  + 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.