**JOB DESCRIPTION**

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| **POST TITLE:** | **Kitchen Assistant** |
| **GRADE:** | **Grade C SCP 3 (15 hours per week, TTO + 5 days)** |
| **REPORTING RELATIONSHIP:** | **Catering Manager/Operations Manager** |
| **JOB PURPOSE:** | To work under the direct instruction of the Catering Manager to prepare and serve food and ensure the campus kitchen and all associated areas are kept clean, hygienic and safe. |

**MAIN DUTIES/RESPONSIBILITIES**

* Serving meals to students and staff.
* Operating and cleaning catering equipment
* Maintaining standards of cleanliness and hygiene in the kitchen and associated areas, including the dining halls.
* Preparing and clearing away dining areas and service areas.
* Basic Food Preparation
* Ensuring that only the correct cleaning materials are used
* To be aware of COSHH in relation to the above activities and the school’s needs
* Be trained in First Aid at work

To observe Health and Safety regulations and guidelines by:

* Following agreed risk assessment when moving furniture etc. to clean
* Ensuring that cleaning materials are safely stored, and are not accessible to pupils
* Alerting appropriate staff of potential Health & Safety risks or hazards encountered during their duties.
* To be aware of and follow Campus policies and procedures

**General Accountabilities**

Participate in team Meetings with the Catering Manager.

Attend staff briefings, staff meetings and PD training sessions, at the direction of the Operations Manager.

Attend relevant CPD.

**These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.**

**The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment**.

**Signed:**

**Date:**

**PERSON SPECIFICATION – Learning Support Assistant**

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Qualifications & Education** | E1 | * Foundation Certificate in Food Safety Level 2 or willingness to train to achieve this | AF,C | D1  D2 | * First Aid qualification * Willingness to be trained as a First Aider to deal with minor incidents. | AF,C  AF,C |
| **Experience & Knowledge** | E2  E3 | * Working within a team environment * Understanding of Health and Safety issues and COSHH | AF,I, R | D3 | * Team working within a catering setting | AF |
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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| Skills | E4  E5 | * Good oral communication skills * The ability to * prioritise, plan and organise * work as part of a team * be flexible in responding to reasonable requests | AF,I,R  AF,I,R |  |  |  |
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| **Personal**  **Attributes** | E6  E7  E8  E9  E10 | • Energy, vigour and perseverance.  • Self confidence and initiative.  • Enthusiasm and commitment.  • Reliability, resilience and integrity.  • Personal impact and presence. | AF,I  AF,I,R | D4 | • Have a willingness to be part of a whole school/campus collaborative learning culture. |  |

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| **ESSENTIAL** | | | | **DESIRABLE** | | |
|  | **Criteria No.** | ATTRIBUTE | **Stage Identified** | Criteria **No.** | ATTRIBUTE | **Stage Identified** |
| **Special Requirements** | E11 | Suitable to work in a school with children/young people | AF,R,I |  |  |  |
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| Key – Stage identified |  |
| AF | Application Form |
| C | Certificates |
| T | Tests |
| P | Presentation |
| I | Interview |
| R | References |
| D | Disclosure |

Issues arising from references will be taken up at interview, all appointments are subject to satisfactory references