



JOB DESCRIPTION

Job Title:	Kitchen Assistant
Responsible to:	The Head Teacher
Place of Work:	Your normal place of work will be Dene House Primary School but you may be asked to work at any of Trusts sites across County Durham.
Hours:	12.5hrs hours per week Part Time Term Time
Salary:	Grade 1 (SCP 3) £18,065 pro rata

Job Summary

The Kitchen Assistant will be responsible for supporting the day to day running of the kitchen, in accordance with the Trust's policies and procedures.

Duties and Responsibilities

The main duties will be carried out under the direction and control of the Head Teacher and will include the following:

- Assist in the preparation, cooking and serving of food and beverages.
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
- Operate kitchen equipment, following training.
- Undertake cleaning and washing up as directed in the kitchen and dining areas.
- Refill and replace sauces, condiments and other consumables.
- Assist with moving and setting up dining furniture.
- Perform basic first aid for minor incidents/accidents.
- Maintain accurate and relevant incident/accident records.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.
- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

The Post holder may undertake any other duties that are commensurate with the post.



TUDHOE LEARNING TRUST



PERSON SPECIFICATION - Kitchen Assistant

Category	Essential	Desirable	Assessment
Education, Qualifications and Training	Basic literacy and numeracy skills	Hygiene Certificate Willing to take further training with a particular emphasis on a Child Protection certificate.	Application
Experience	Knowledge of the duties and role of a Kitchen Assistant. Understanding of food hygiene and knowledge of health and safety procedures. Previous experience of working in a kitchen.	Experience of working in a school environment either in a paid or voluntary capacity.	Application / Interview Application/ Interview
Attitudes and Abilities	Able to use kitchen equipment safely for food preparation. Able to communicate effectively with pupils and colleagues. Able to work under pressure. To be able to work effectively as part of a team and have positive relationships with work colleagues. Ability to work within the school's policies and guidelines. Understanding of safeguarding children.	An understanding of children with special needs. Good behaviour management strategies.	Interview / Application References
Personal Attributes	Use own initiative and flexible approach to work. Caring attitude and able to use discretion. Awareness of confidentiality, working with integrity. Good timekeeping. Enthusiastic attitude. Calm and positive approach. Courteous and polite. High standard of personal hygiene.	Flexible in working hours.	Interview
Working Arrangements	Enhanced DBS (school will arrange for this). Part time. Term time.		Interview