

### Job Description

<b>Post Title:</b>	<b>Kitchen Assistant</b>
<b>Salary/Grade:</b>	Grade 1.
<b>Purpose:</b>	To assist in the preparation and delivery of the school catering services, carrying out all duties to the required high standards of food hygiene/handling and safe working practices.
<b>Reporting to:</b>	School Business Manager
<b>Working Time:</b>	20 hrs per week
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning:</b>	<ul style="list-style-type: none"> <li>• To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.</li> <li>• Operate the dishwasher following correct usage procedures to ensure optimum results.</li> <li>• Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards and maintained.</li> <li>• Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.</li> <li>• Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.</li> <li>• To operate the school tills.</li> <li>• To carry out all duties with regard to health and safety for others and oneself, ensuring correct protective clothing is used.</li> <li>• Assist with the delivery, storage and management of food stocks in line with Health and Safety and hygiene regulations.</li> <li>• To attend any training courses relevant to the post, ensuring continuing, personal and professional development.</li> <li>• Role requires working with a team.</li> <li>• Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.</li> <li>• Maintain accident records as required.</li> </ul>

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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

This job description is current at the date shown, but following consultation with you, may be changed by the Senior Leadership Team to reflect or anticipate changes in the job which are commensurate with the salary and job title.