 

JOB DESCRIPTION

Job Title: Kitchen Assistant - trainee

Grade: Grade A : PT 1

Job Location: Barbara Priestman Academy

Responsible to: Chef

**Principal Responsibilities**

* To receive appropriate training in the operation of the catering service at the academy to facilitate the provision of support to the chef and other staff within the catering service

**Main Duties**

1. Undertaking basic food preparation and cooking, under the direction of the chef or other appropriate staff
2. Using the appropriate equipment in a safe manner, to ensure that the work is carried out efficiently
3. Ensuring that work surfaces and floors are kept clean during the course of the day, in line with Health and Safety requirements
4. Undertaking cleaning of kitchen appliances as required
5. Washing dishes and utensils and ensuring appropriate storage
6. Ensuring that the cleanliness and hygiene of other areas is maintained, as appropriate
7. Unloading deliveries from suppliers
8. Organising goods in the storeroom, to ensure appropriate rotation of stock
9. Disposing of rubbish in a safe and secure way, to minimise the risk of contamination
10. Being aware of the emergency evacuation procedure and assisting with evacuation as necessary
11. Attending and participating in training and development courses as required
12. Completing a Level 2 qualification in a relevant discipline during the course of the traineeship
13. Displaying courteous and professional behaviour at all times
14. Being an effective role model for the standards of behaviour expected of students
15. Treating pupils consistently with respect and consideration
16. Working collaboratively with colleagues as part of a professional team
17. Working within Trust policies and procedures
18. Recognising equal opportunities issues as they arise in the academies and responding effectively, following Trust policies and procedures
19. Building and maintaining successful relationships with students, parents/carers and staff
20. Other duties as requested by the Chef or senior staff commensurate with the grade

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information.

The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.

The post holder must comply with the Trust Health and Safety rules and regulations and with Health and Safety legislation.

Author: Karen Raine

Date: July 2021