



Job Description

Job Title: Kitchen Assistant (Maternity Cover)

Contract: Temporary until 30th June 2027

Reports to: School Cook

Hours: 15 hours per week (3 days of 5-hour shifts), term time only

Salary: £9,262.31 pa

Review and Amendment

This job description will be reviewed annually and may be subject to amendment following consultation between the Headteacher, School Business Manager, School Cook and the post holder.

Job Purpose

To support the School Cook in delivering a high-quality catering service by assisting with food preparation, food service, kitchen cleaning and maintaining excellent standards of hygiene and food safety.

The Kitchen Assistant will play an important role in ensuring the kitchen operates efficiently, safely and to a consistently high standard, contributing to a positive dining experience for pupils, staff and visitors.

Key Responsibilities

Food Preparation

The post holder will:

- Assist with the preparation and cooking of nutritious, balanced meals under the direction of the School Cook.
- Prepare ingredients including vegetables, salads, sandwiches, desserts and other menu items.
- Ensure food is prepared and presented to a consistently high standard.
- Assist in preparing meals that meet individual dietary, allergy, medical and cultural requirements.
- Contribute ideas for new menu items and recipes, taking into account pupil feedback where appropriate.
- Support the preparation of food for school events, meetings and visitors as required.

Kitchen Support

The post holder will:

- Support the School Cook in the day-to-day operation of the kitchen.
- Assist with receiving and checking food deliveries.
- Ensure food is stored safely and correctly in accordance with Food Standards Agency guidance.
- Notify the School Cook when stock levels are running low.
- Help minimise food waste through careful preparation, storage and portion control.
- Support the smooth running of the kitchen during busy service periods.

Cleaning and Housekeeping

The post holder will:

- Operate the dishwasher safely and efficiently throughout the day.

- Wash pots, pans, trays, utensils, crockery and kitchen equipment during and after service.
- Ensure all kitchen equipment is cleaned, sanitised and stored correctly.
- Clean food preparation areas, worktops, sinks, appliances, cupboards and serving areas.
- Sweep and mop kitchen floors, maintaining a high standard of cleanliness at all times.
- Empty kitchen bins and dispose of waste safely in accordance with school procedures.
- Complete daily and weekly cleaning schedules.
- Assist with deep cleaning during school holidays and designated cleaning periods.
- Ensure the kitchen is left clean, organised and ready for the next service.

Food Hygiene, Health and Safety

The post holder will:

- Work in accordance with Food Hygiene Regulations, HACCP principles, COSHH regulations and Health and Safety legislation.
- Maintain excellent personal hygiene standards at all times.
- Complete food temperature checks and cleaning records as directed.
- Use cleaning chemicals and equipment safely and in accordance with manufacturers' guidance.
- Wear appropriate Personal Protective Equipment (PPE) where required.
- Report equipment faults, hazards, accidents and maintenance issues promptly.
- Ensure all food is handled, prepared and stored safely.

General Responsibilities

The post holder will:

- Maintain positive and professional interactions with pupils, staff and visitors at all times.
- Understand that the school supports pupils with Social, Emotional and Mental Health (SEMH) needs and respond calmly and professionally in line with school expectations.
- Report any safeguarding or welfare concerns immediately in accordance with the school's safeguarding procedures.
- Work in accordance with all school policies, including Safeguarding and Child Protection, Health and Safety, Food Safety, Equality, Confidentiality, Whistleblowing and Data Protection.
- Attend mandatory training, supervision, team meetings and annual appraisal.
- Demonstrate a positive, flexible and professional approach to work.
- Work collaboratively with colleagues to ensure an efficient and effective catering service.
- Promote the positive reputation of the school through high standards of professionalism and customer service.
- Carry out any other reasonable duties commensurate with the grade of the post as requested by the School Cook, School Business Manager or Headteacher.

Person Specification

Experience	Essential	Desirable
Experience working within a catering or commercial kitchen environment	✓	
Experience preparing fresh, home-cooked food	✓	
Experience maintaining high standards of kitchen cleanliness and hygiene	✓	
Experience of food hygiene procedures and safe food handling	✓	
Experience working within a school or educational setting		✓
Skills	Essential	Desirable
Good food preparation skills	✓	
Excellent cleaning and housekeeping skills	✓	
Good knowledge of food hygiene, COSHH and safe working practices	✓	
Ability to maintain high standards of cleanliness and organisation	✓	
Ability to work efficiently in a busy kitchen environment	✓	
Ability to prioritise workload and manage time effectively	✓	
Ability to work independently and as part of a team	✓	
Effective communication skills, both verbal and written	✓	
Good attention to detail	✓	
Ability to remain calm under pressure	✓	
Flexibility to adapt to the changing needs of the catering service	✓	
Ability to contribute ideas to menu development and service improvements		✓
Basic IT skills		✓
Qualifications & Training	Essential	Desirable
Level 2 Food Hygiene Certificate (or willingness to obtain)	✓	
Willingness to undertake mandatory training	✓	
Food Safety or Catering qualification		✓
First Aid qualification		✓
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Commitment to safeguarding and promoting the welfare of children	✓	
Flexible, reliable and professional approach to work	✓	
Ability to work additional hours where reasonably required	✓	
Driving Licence		✓