



JOB DESCRIPTION **KITCHEN ASSISTANT**

RESPONSIBLE TO **DEPUTY HEADTEACHER**

JOB SUMMARY **To assist the School Cook in being responsible for all activities in the kitchen and the preparation of a high-quality food and catering service to the school.**

HOURS OF WORK **Monday to Friday, 9:00am to 2:00pm term time only**

KEY TASK AREAS AND RESPONSIBILITIES

Key Responsibilities

- Contribute to the provision of an effective and smooth catering service through preparation, cooking and serving of food and beverages, as directed and in line with established procedures/guidance.
- Assisting the School Cook in food preparation and cooking activities, such as cleaning, cutting, chopping and peeling food ingredients.
- Be able to suggest new ideas towards the design and planning of seasonal menus in line with the School Food Plan.
- Operate a range of kitchen equipment, following training.
- Support the School Cook with ordering of catering supplies as directed.
- Support the School Cook in the provision of catering services for meetings and conferences held on site.
- To ensure all pupils and staff are provided with a polite and friendly service.

Health & Safety & Food Safety

- To observe all measures relating to Food Safety and Health & Safety Legislation, ensuring compliance at all times.
- To ensure that stock is rotated correctly (e.g., First In, First Out) - to prevent foodstuffs from becoming out of date.
- To check deliveries to ensure that the orders are correct and conform to the necessary quality. Also, to ensure that any errors are reported immediately and rectified.
- To ensure that all food temperature charts are completed daily (delivery, fridge & freezer, core cooking, hot holding, cooling etc.)
- To set up and clean down the kitchen areas before and after day-to-day use.
- To ensure all equipment and chemicals are used and handled correctly at all times, in accordance with manufacturer's instructions and COSHH Regulations
- To ensure that all kitchen equipment is functional and report serious hazards to the senior staff immediately.
- When directed to take responsibility for the food tech room ensuring it is clean and a good standard of food hygiene is maintained at all times.



- Ensure food hygiene and cleanliness standards in the kitchen are met in accordance with health and safety, food hygiene regulations at all times.

General

- To undertake any other duties that may be required to assist in the smooth running of the wider school under the reasonable direction of the Senior Leadership Team.
- Contribute to the life of the school community and support its ethos and policies.
- To report for duty in good time, clean, tidy and wearing the correct clothing.
- To attend any training sessions and meetings in relation to your duties.

PERSON SPECIFICATION

General characteristics	Essential	Desirable
Experience		
• Experience of working in a school setting	✓	
• Experience of working within a catering environment	✓	
• Experience of using general and specialist kitchen equipment	✓	
• Knowledge of different food preparation methods	✓	
• Knowledge of menu planning, ordering and stock rotation	✓	
• Ability to prepare and present food to meet quality, cost and food and health and safety standards	✓	
• Knowledge of current food legislation in regards to food hygiene and health and safety in the workplace (COSHH)	✓	
Skills Knowledge & Aptitude		
• Good communication skills	✓	
• Ability to work as part of a team in collaboration with other professionals and also able to work unsupervised	✓	
• Ability to meet deadlines	✓	
• Excellent time management skills and the ability to remain calm under pressure	✓	
• Ability to demonstrate good levels of customer service & build relationships with children & young people	✓	
• High standards of professionalism and confidentiality	✓	



• Excellent interpersonal skills	✓	
• Enthusiastic and committed	✓	
• High standards of personal presentation and personal hygiene	✓	
• Reliable with an excellent record of attendance and punctuality	✓	
• Flexible	✓	
• Highly motivated and self-reliant	✓	
Qualifications & Training		
• GCSE Maths & English	✓	
• Willingness to work towards food hygiene qualification	✓	
• Willingness to work towards other relevant qualifications as required	✓	
• Undertake relevant group induction training on commencement	✓	
Other		
• Commitment to the mission, vision and values of the organisation	✓	
• Commitment to Safeguarding	✓	
• Driving licence		✓