

Job Title	<i>Kitchen Assistant</i>
Responsible to	<i>Chef/Cook</i>
Responsible for	<i>N/A</i>
Key Internal Contacts	<i>Other staff within the Administration team Staff in other departments within the Service Staff in other Services in the Region Central Office Staff</i>
Key External Contacts	<i>Service User relatives, advocates and others Placing Authorities and Service Providers Regulatory Authorities, Local services – statutory, voluntary and community, Neighbours, External Service providers</i>

JOB PURPOSE

To undertake the task of supporting Cook/Supervisor with the preparation of meals and to perform domestic duties which ensure the safe production of food relevant to current food and health safety legislation. To also assist the cook in delivery of school meals and to assist with serving.

KEY TASK AREAS & RESPONSIBILITIES

Main Duties and Responsibilities

- Assist with the preparation, cooking and serving of meals, considering any special dietary needs.
- To assist with the clearing up and cleaning of the kitchen equipment, kitchen area and dining hall.
- Food preparation: both on site serving and for other schools if required.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained.
- Ensuring adequate food supplies.
- Reporting problems raised.
- Report any cancellations or extra meals needed and maintaining records.
- To assist in the lunchtime supervision of pupils to ensure that the meal is completed on time in a safe and hygienic setting.

- Report behaviour observations to a teacher in order for them to maintain the school's standard of discipline and behaviour.

General Accountabilities

- So far as reasonably practicable, the postholder must ensure that safe working practices are adopted in the work areas for which the postholder is responsible and to maintain a safe working environment.
- Work in compliance with the Code of Conduct, Regulations and policies of the school, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Attend training courses, and team meetings as required.

PERSON SPECIFICATION

Experience	Essential	Desirable
Experience of working with young people from challenging backgrounds;		✓
Experience of producing home cooked food	✓	
Skills	Essential	Desirable
Ability to be adaptable in a fast-paced extremely environment;	✓	
Flexibility to manage short notice change calmly	✓	
Excellent team player;	✓	
High expectations of others;	✓	
Resilience;	✓	
Ability to work on own initiative	✓	
The courage and conviction to make a difference;		✓
The ability to listen and communicate effectively;		✓
Sustain energy, optimism and motivation in the face of pressure and setbacks;		✓
Stay calm in difficult situations and maintain clarity of vision;		✓
Support the team and be aware of others' levels of resilience in different situations		✓
Qualifications & Training	Essential	Desirable
Good standard of education, catering experience	✓	
NVQ Level 2 – Food Preparation		✓
Food and Hygiene Certificate level 2		✓
Other	Essential	Desirable
Commitment to the values of the Organisation	✓	
Commitment to the safeguarding and welfare of all children;	✓	
Commitment to on-going improvement and learning		✓
Driving Licence		✓