

Job Description & Person Specification

Cleaner/Kitchen Assistant

Job Purpose

- To undertake the cleaning of designated areas to ensure that a high level of cleanliness and hygiene is maintained throughout the school on a daily basis

Main Tasks

- To ensure that all works carried out are completed with due observation to appropriate Health & Safety requirements
- Cleaning, sweeping and vacuum cleaning
- Empty and clean bins and remove waste to designated area, including the
- separation of waste, i.e. recycling
- Washing, dusting and polishing surfaces, including floors, walls, tables etc.
- 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.
- Cleaning of toilet areas, to include replenishing of toilet rolls and soap
- To undertake a Deep Clean which includes, all of the above, plus for example skirting boards, walls and to clean internal glass and internal and external door glass
- To be expected to clean to the frequency and standards set out
- To ensure standards and procedures are adhered to
- To use cleaning materials appropriately, as instructed and economically; to inform Line Manager when stocks are low
- Where practicable ensure windows and doors are closed and lights switched off
- Report to Line Manager any defects seen which are likely to affect security or health & safety, for example broken/cracked window etc
- The cleaner is required to use only approved cleaning materials and in accordance with manufacturers printed instructions and COSHH regulations
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained.
- 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.
- Reporting problems raised.

Accountability

The Cleaner/Kitchen Assistant will be immediately responsible to the Caretaker, Headteacher and SLT.

- fulfil all aspects of the main tasks identified on your job description
- fulfil all aspects of the job activities identified on your job description
- fulfil the following generic aspects;
- conduct themselves in a professional manner
- adhere to the school dress code and policies
- to complete paperwork as and when required