Job Description: Kitchen Assistant (Kitchen Porter Focus)
Reports to: School Chef
Hours:
20 hours per week; Monday–Friday, (10am – 2pm)
5 days per week
Salary: To be added

Review and Amendment
This job description will be reviewed annually and may be subject to modification following consultation between the Headteacher, Assistant Headteacher(s) and the position holder.

Job Purpose
To support the efficient running of the school kitchen by maintaining high standards of cleanliness, ensuring all equipment and utensils are washed and stored correctly, and assisting with the organisation and storage of food deliveries. The role focuses on maintaining a hygienic, safe and tidy kitchen environment throughout the school day.

Safeguarding Statement – Red Moor School
Red Moor School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The successful applicant will be required to undergo an enhanced Disclosure and Barring Service (DBS) check and will be expected to follow all school safeguarding policies, procedures, and training. Ongoing vigilance, professional curiosity, and a child-centred approach are essential in this role to ensure the safety and wellbeing of every learner.

Job Responsibilities
- Wash dishes, trays, utensils, and kitchen equipment to a high standard.
- Maintain cleanliness across all kitchen areas, including surfaces, storage areas, and floors.
- Assist with receiving, unpacking, and correctly storing deliveries following food safety guidelines.
- Ensure bins are emptied and waste is managed appropriately.
- Support the kitchen team by keeping work areas organised and safe.
- Complete daily and weekly cleaning tasks as directed by the School Chef.
- Follow hygiene, health and safety procedures consistently.
- Assist with basic setup and clear-down at break and lunchtimes (e.g., moving equipment, tidying areas).

Person Specification
The successful applicant will have:
1. A general awareness of hygiene, food safety, and safe storage of food items.
2. The ability to follow procedures and maintain high standards of cleanliness.
3. Good time-management, organisational and communication skills.
4. The ability to work in a clean, tidy and methodical manner.
5. Physical capability for the role, including lifting, carrying and standing for periods of time.
6. Commitment, enthusiasm and flexibility, with a positive approach to teamwork.
7. The ability to stay calm, positive and efficient when working under pressure.
8. Strong multitasking skills.

9. The ability to work constructively with other staff and build good rapport with young people and adults.
10. A commitment to personal development and training in food safety and hygiene.
11. A sense of humour and a positive attitude.
12. Ideally, some experience in kitchen work, cleaning, or similar environments (not essential, as training can be provided).