



Underley Garden

JOB DESCRIPTION

Job Title:	Kitchen Assistant
Reports to:	Facilities Manager
Location:	Underley Garden, Kirkby Lonsdale
Hours:	40 hours per week, term time only
Review and Amendment:	This job description will be reviewed annually and may be subject to modification and amendment following consultation between the Facilities Manager, the organisations SLT and the post holder.

Main Purpose of the Job:

The post holder will:

- To facilitate the Kitchen Assistant role
- To support the proactive management of the school
- To provide a clean, hygienic and well-presented environment
- To provide the school with a safe environment for all people – pupils, staff, visitors and contractors

Responsibilities:

THE POST HOLDER WILL:

- To prepare the dining area of service, which may include moving and/or setting up furniture, setting up of trolleys and the cleaning and dismantling of these as required after service.
- To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
- To assist in the preparation, cooking and serving of food and beverages.
- There will be a requirement to transport food and beverages to another dining area.
- To serve the food according to the style and type of operation.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- To clean on a daily basis all catering areas
- Carry out routine cleaning to a fixed schedule, to the school, residential settings and dining area
- Carry out ad hoc cleaning as and when required
- Reporting of maintenance work to be carried out
- Ensure the safe storage and control of any potentially harmful materials and chemicals used within the School and ensure that such materials are appropriately marked and signposted
- Provide support and cover for other members of the team when needs arise, e.g. in the event of sickness, during busy periods, holiday cover, etc.
- Ensure the Health and Safety of all on site at all times by implementing the School's Health and Safety procedures

Skills and Experience:

- Good standard of personal hygiene and Basic Food Hygiene.
- Food preparation skills.
- Able to work under pressure and use own initiative.
- Able to meet deadlines.
- Able to work as part of a team.
- Good inter-personal skills.

Other Job-related Duties:

- To undertake other duties consistent with the scope of the post and within the competence of the post holder as required and directed by the Principal.
- All employees are obliged to adhere to the company code of professional conduct, which is produced in the Employee Handbook.
- All employees are expected to take part in a continuous professional development program as required following annual performance management reviews

Safeguarding:

The post holder will:

- Be aware, following training, of the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of service users.
- Know how to identify potential abuse or neglect and follow safeguarding procedures.

Equal Opportunities:

At all times and on all occasions to promote and comply with the Schools commitment to Equal Opportunities.

Health and Safety:

Have a primary duty of care to self and ensure that appropriate health and safety practices are performed effectively to self and others.

Confidentiality:

It is expected that all Underley Schools Ltd employees understand the nature of the work is confidential and details about users of our services should not be divulged to members of the public. If there is a breach of this confidentiality, this may result in disciplinary action being taken.

Other Duties and Responsibilities:

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.