**JOB DESCRIPTION & PERSON SPECIFICATION**

**Kitchen Assistant**

**Thorp Primary School**

**Grade 1 SCP 2– 4 (Salary will be pro-rata)**

**22.5 hours per week**

**Term Time only plus 3 days**

**Purpose of Post**

To provide an effective school catering provision by assisting in the preparation, cooking and serving of meals and dining room arrangements.

**Responsible to:** the Kitchen Manager

**Main Areas of Responsibility**

**Catering Provision**

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| * Assist in the preparation, cooking and serving of meals and drinks, including any individual pupil dietary meals, in line with National Nutritional standards.
 |
| * Assist with maintaining counter presentation, and operate a till, which could either be as part of a cashless system or taking monies and giving change, all in line with school procedures.
 |
| * Assist in the cleaning, washing and clearing away of all associated equipment, utensils and crockery. To maintain a clean and hazard free working area and adhere to cleaning rotas.
 |
| * Prepare, set out and clear-away dining room furniture and equipment. To wipe tables and maintain a clean and safe dining environment between sittings.
 |
| * To assist in the storage and rotation of food stocks.
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**Pupils**

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| * Assist in the supervision of pupils in the dining halls to ensure the maintenance of good order and discipline in accordance with school policies.
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| * To support school policies by reinforcing acceptable behaviour of pupils whilst in the dining room.
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| * To report incidents involving pupils welfare and/or behaviour to appropriate staff.
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**Health & Safety**

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| * To comply with agreed Health & Safety Policy and COSHH Regulations with regard to food, equipment, materials and general safety.
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| * To adhere to all procedures within the schools catering operations manual.
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| * To always follow safety guidelines when operating kitchen equipment and to report any identified repair of kitchen equipment immediately on detection to the appropriate senior staff.
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| * To report any accidents and incidents to the Line Manager.
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| * To assist in the security of the catering area at all times.
 |
| * To maintain high standards of cleanliness, personal hygiene and appearance.
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**Standard Duties**

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| * To understand the importance of equality and diversity in the workplace and service delivery and promote equal opportunities for all.
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| * To uphold and promote the values and the ethos of the school.
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| * To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
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| * To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
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| * To participate and engage with workplace learning and development opportunities to continually improve own performance and that of the team/school.
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| * To attend and participate in relevant meetings as appropriate.
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| * To undertake any other additional duties commensurate with the grade of the post.
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**Safeguarding**

* To be aware of safeguarding and promoting the welfare of children and vulnerable adults and to report any concerns in accordance with the Trust’s Safeguarding/Child Protection policies.
* To undertake regular safeguarding/child protection/adult protection training as required by the Trust.

**Culture**

* Responsible for Health & Safety, security, data protection and welfare of self and colleagues in accordance with The Oak Trust policies and procedures, reporting all concerns to an appropriate person.
* Responsible for working in accordance with The Oak Trust policy relating to the promotion of Equality, Diversity and Inclusivity.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The job description is current at the date shown, but, in consultation with the postholder, it may be changed by the Headteacher to reflect or anticipate changes in the job which are commensurate with the job title and salary weighting.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

The academy will endeavour to make any necessary reasonable adjustments for the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

The Oak Trust are committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share in this commitment. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

**Administration Assistant - Person Specification**

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|  | Essential or Desirable | Application/Interview |
| Qualifications |  |  |
| Basic food hygiene certificate, or to achieve within induction period | E | AF/I |
| Experience |   |  |
| Experience of preparing and cooking food in work, home or voluntary environment  | E | AF / I |
| Experience of dealing efficiently and effectively with members of the public | E | AF / I |
| Cleaning experience in any environment | E | AF / I |
| Experience of working within school kitchens and serving meals to pupils/students | D | AF / I |
| Skills & Abilities  |  |  |
| Literacy skills to read and follow basic instructions | E | AF / I |
| Ability to prepare to prepare and cook a range of food options  | E | AF / I |
| Ability to use appropriate cleaning materials and equipment | E | AF / I |
| Ability to follow instructions and to work under minimal supervision  | E | AF / I |
| Ability to work as a member of a team to meet an immovable deadline | E | AF / I |
| Knowledge |  |  |
| Understanding of potential hazards faced working in a school kitchen and the need to follow procedures connected to cleanliness, health and safety | E | AF / I |
| Understanding of healthy eating options  | E | AF / I |
| Understanding of safeguarding and recognising the importance of ensuring a secure and safe environment for pupils | E | AF / I |
| Understanding of confidentiality and why this is important in a school | E | AF / I |
| Work Circumstances |  |  |
| To work occasionally out of hours work to support school functions | E | I |

**E = Essential D = Desirable A = Application I = Interview T = Test**

**NB. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview.**