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| Trinity Academy St Chad’s Job Description |  |
| Job Title:  | Kitchen Assistant  | C:\Users\b.kelly\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\E1342792.tmp |
| Job Scale:  | Scale 1b  |  |

**BASIC JOB PURPOSE**

* To work as part of the Kitchen team to deliver a high quality catering service for pupils, staff and visitors to the school.
* To undertake, and carry out specific kitchen and dining area tasks.
* To carry out certain technical and administrative duties to ensure smooth and safe running of the kitchen and dining areas.
* To undertake, and carry out, work to a high and safe standard to ensure the smooth and safe running of the kitchen and dining areas.

**This role will involve manual labour, including moving supplies, kitchen equipment and cleaning equipment. Full Health and Safety training will be given.**

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| **Reporting to:**  | Finance and Operations Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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|  | Work as part of the kitchen team to ensure that quality food provision is delivered daily. |
|  | Presentation and serving of meals, in accordance with portion controls. |
|  | Set up and clear dining and service areas, including washing up, packing and uploading containers as required. |
|  | Clean the kitchen and dining premises, furniture and equipment as required to ensure standards of hygiene are maintained. |
|  | To use all the equipment and machinery safety and efficiently after instruction.  |
|  | To report to the Kitchen Supervisor, any problems that may arise. |
|  | To be available, if required, for emergency feeding and special, or evening functions. |

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| Other Specific Duties: |
| * To continue personal professional development as required.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, students, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.
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| Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. 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.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |

Name (Print) ……………………………………………………

Signature ……………………………………………………….

Date ……………………………………………………………...

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| **PERSON SPECIFICATION** |
| **Job Title: Kitchen Assistant** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * basic numeracy and literacy skills
* catering or kitchen assistance experience
* experience in a catering or kitchen role (paid or unpaid)
 | * catering qualifications (Level 2 award in food safety/catering – or equivalent)
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| **Knowledge & Understanding** | * knowledge of food preparation and food handling systems
* knowledge of basic cooking skills
 | * understanding of Safeguarding and Child Protection issues.
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| **Skills & Abilities** | * work as an effective team member and apply given instructions
* able to apply written and verbal instructions to equipment
* practical skills, such as cooking, food preparation
* able to complete log books, records, such as H&S checks
* able to organise, plan and complete tasks
* high personal standards and able to provide a role model for students and staff
* seek support and advice when necessary
 | * willingness to develop own understanding through advice and training
* think clearly in emergency situations
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| **Personal Qualities** | * enjoyment in working with young people and families
* an excellent record of attendance and punctuality
* prioritise and manage own time effectively
 | * reliability, integrity and stamina
* respect confidentiality
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