



The Fernwood School

High Achievement with Care & Discipline for All

Kitchen Assistant

Job Description and Person Specification



Responsible to: Catering Manager

Responsible for: N/A

Job Purpose: To assist the catering manager with the preparation and service of the meals and to assist with the cleaning of the kitchen, the dining area and equipment.

Principal Duties and Responsibilities

- To assist with the preparation and service of school meals, including breakfast club, break time and extra catering required by the school.
- Serving students and staff, including till operation. Kitchen cleaning and cleaning of equipment. To assist in the preparation and cleaning of the dining room, including moving furniture, wiping tables and trays and setting up the counter.
- Washing up kitchen and dining equipment.
- Working within food hygiene regulations.
- Maintenance of health & safety in the kitchen.
- Following quality assurance procedures, completing check sheets and relevant documentation.

Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

General:

- Take responsibility for promoting and safeguarding the welfare and protection of children and young people within the school
- Working to and within school policies and procedures, including safeguarding, child protection and health and safety
- Taking care of own and other people's health and safety



Person Specification for Kitchen Assistant

Training Experience and Qualifications	Essential	Desirable	Assessed
Working knowledge of catering practices		Y	A, I, R
Experience of working in a school or similar role		Y	A, I, R
Level 2 Food Hygiene qualification		Y	A, C
Relevant knowledge of catering processes		Y	A, I, R
Professional Skills and Abilities	Essential	Desirable	Assessed
Ability to manage own time effectively and multitask	Y		A, I, R
Ability to adhere to working procedures and policies within the school environment	Y		A, I, R
Ability to operate as part of a team or individually as required	Y		A, I, R
Ability to relate well to children and adults	Y		A, I, R
Good communication skills	Y		A, I, R
Personal Qualities and Attributes	Essential	Desirable	Assessed
Warm and positive attitude	Y		I
Remaining calm during busy or challenging situations	Y		A, I
Enthusiastic and flexible in terms of tasks and availability for work.	Y		I, R
A willingness to promote the school's ethos	Y		A, I, R
Ability to smile when things don't quite go according to plan.	Y		I, R

How criteria will be assessed:

- A Application form
- L Lesson observation
- C Certificate
- I Interview
- T Test/Task
- P Presentation
- R References