



# The Fernwood School

*High Achievement with Care & Discipline for All*

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## JOB DESCRIPTION

### KITCHEN ASSISTANT



**Job Title:** Kitchen Assistant

**Grade:** F1

**Responsible To:** Catering Manager

**Responsible For:** N/A

### **Job Purpose**

1. To assist the Catering Manager with the preparation and service of the meals.
2. To assist with the cleaning of the kitchen, the dining area and equipment.

### **Principal Duties and Responsibilities**

- 1 To assist with the preparation and service of school meals, including breakfast club, break time and extra catering required by the school.
- 2 Serving students and staff, including till operation.
- 3 Kitchen cleaning and cleaning of equipment.
- 4 To assist in the preparation and cleaning of the dining room, including moving furniture, wiping tables and trays and setting up the counter.
- 5 Washing up kitchen and dining equipment.
- 6 Working within food hygiene regulations.
- 7 Maintenance of health & safety in the kitchen.
- 8 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 proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.



## Person Specification for Kitchen Assistant

**Experience:**

- Working knowledge of catering practices is desirable
- Experience of working in a school or similar role is desirable

**Qualifications or Training:**

- Level 2 Food Hygiene qualification is desirable
- Relevant knowledge of catering processes is desirable

**Practical Skills:**

- Ability to manage own time effectively and multitask
- Ability to adhere to working procedures and policies within the school environment
- Ability to operate as part of a team or individually as required
- Ability to relate well to children and adults
- Good communication skills

**Personal Qualities & Attributes:**

- Warm and positive attitude
- Remaining calm during busy or challenging situations
- Enthusiastic and flexible in terms of tasks and availability for work.
- A willingness to promote the school's ethos
- Ability to smile when things don't quite go according to plan.