



The Fernwood School

High Achievement with Care & Discipline for All

JOB DESCRIPTION

KITCHEN ASSISTANT

June 2024



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: | <ul style="list-style-type: none">• Working knowledge of catering practices is desirable• Experience of working in a school or similar role is desirable |
| Qualifications or Training: | <ul style="list-style-type: none">• Level 2 Food Hygiene qualification is desirable• Relevant knowledge of catering processes is desirable |
| Practical Skills: | <ul style="list-style-type: none">• 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: | <ul style="list-style-type: none">• 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. |