

	Job Description	
	Role: General Kitchen Assistant	
	Grade: HB	Reports to: Catering Manager
	Role specifics: Part-time of 27.5 hours per week across Mondays to Fridays, Term Time plus 1 week	

Purpose of the Role

To ensure all Catering areas are kept stocked, clean and clear at all times, especially at service times.

Main Areas of Responsibility

- Some light food prep to consist of fruit salad, cold desserts, sausage rolls etc.
- Operate the tills at break and lunch times
- Counter service at lunch time
- Washing up of cooking equipment
- Operating dishwasher
- kitchen cleaning to include fridges
- Receiving of deliveries and placing in correct storage locations
- Keeping stock rooms clean and tidy
- Setting up any Catering services required
- Sweeping and mopping of the floor in Catering areas
- Emptying bins when required
- Ensuring all Hygiene, Health and Safety standards are followed at all times
- Work under the instructions of the Catering Manager, Chefs and Kitchen Supervisor
- Additional duties, commensurate with the post's grade and responsibility, may be added

A specific tasks document relevant to the individual role and according to individual departmental requirements is provided separately. These tasks will be subject to review within organisational needs.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the post holder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the School's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

The postholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

All new recruits to the school within this Grade are subject to a 6-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

Knowledge, experience and personal attributes

Essential	Desirable
<ul style="list-style-type: none">• A team player who is willing to 'muck in' and get the job done• Demonstrate good communication skills to your team and others that you meet in your day-to-day work, maintaining a professional and positive attitude• Ability and willingness to resolve any customer complaints.	<ul style="list-style-type: none">• Previous experience of working within a school catering environment• Knowledge and understanding of Health and Safety standards

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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Date:	
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Date:	
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