



Hexham Priory School

Never underestimate a child's ability

JOB DESCRIPTION

Post Title: Kitchen Assistant	Director/Service/Sector: School	Office Use
Grade: NJC 3	Workplace: Hexham Priory School	KA 26

Job Purpose: To assist in the preparation and in the service of meals and refreshments and undertake associated kitchen duties. Work is carried out under the supervision of the School Cook.

Duties and key result areas: Individually or part of a team :

1. Assist with the basic preparation, cooking and service of food and beverages
2. Setting up of the dining area, including washing tables etc.
3. Making packed lunches.
4. Assistance with the service of meals and refreshments as required.
5. Clearance of the dining area and other service points after meal service.
6. General kitchen duties to include washing up and cleaning of equipment, cupboards, surfaces etc.
7. Setting up of dining furniture as and when required.
8. Assisting with the receipt and storage of goods, stocktaking and completion of daily monitoring sheets.
9. Assistance with thorough cleaning of kitchen area and equipment and dining furniture - prior to each school term. This will be included in the 3 training days.
10. Assistance with thorough checking of light kitchen equipment.
11. Assisting with special events as and when required.
12. Ensure compliance with Health and Safety legislation and School policies in all aspects but especially when using materials, tools and equipment.
13. Attend training sessions as and when required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

PERSON SPECIFICATION

Essential	Desirable	Assess by
Knowledge and Qualifications		
No specific knowledge and experience is required but, if not already possessed, the Level 2 Food Hygiene Certificates, described in the Desirable Column opposite, must be achieved within, ideally, six months of commencement. Basic literacy and numeracy and IT skills.	Level 2 food hygiene certificate	Application
Experience		
No specific experience is necessary but candidate must be capable of undertaking general duties, including basic food preparation, in a catering establishment. Evidence of being able to work as a team. Ability to follow instructions. Good communication skills	Experience of general kitchen duties Cooking experience in catering establishment	Application Interview References
Skills and competencies		
Manual skills associated with food preparation Physical skills related to the work	None	Interview
Physical, mental and emotional demands		
Ability to work in a commercial kitchen environment Regular need to lift and carry items of a moderate weight Flexible approach to work times which may occasionally, be subject to variation Flexible approach to nature of duties performed	None	Interview References
Other		
A knowledge and understanding of the school, its pupils and the special needs that they have. A commitment to undertake job related training		Interview References