



<b>Job Title:</b>	General Kitchen Assistant	<b>Job Category:</b>	Support
<b>Department/Group:</b>	Kitchen	<b>Job Code/ Req#:</b>	KA1
<b>Location:</b>	Biggleswade Academy	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	1C point 2	<b>Position Type:</b>	Permanent
<b>Reports to:</b>	Kitchen Manager	<b>Weeks per year:</b>	38 + 3 days & 1 evening
<b>Job Purpose</b>			
<ul style="list-style-type: none"><li>• To be an effective team member of the Academy catering team</li></ul>			
<b>Job Description</b>			
<b>Role and Responsibilities</b>			
<ul style="list-style-type: none"><li>• Basic food preparation, following strict hygiene and health and safety rules.</li><li>• To assist with the serving of meals to pupils.</li><li>• Washing of all equipment used in the preparation of food including; pots, pans, utensils, crockery and cutlery. Ensuring that the Kitchen wash up area is maintained to the high standards required by the Academy.</li><li>• Assist with day-to-day cleaning of equipment to ensure that it continues to function efficiently.</li><li>• Cleaning the hall floor once all tables and chairs have been cleared.</li><li>• Report any faults or problems to the Kitchen Manager as soon as possible to avoid more serious situations arising, having particular regard for own health and safety and the health and safety of other users.</li><li>• Assist the rest of the team with termly cleaning tasks, under the direction of the Kitchen Manager, e.g. emptying and cleaning of fryers and ovens. This is carried out on Academy INSED days.</li><li>• Assisting with the unloading of deliveries as necessary and ensuring the storeroom is kept tidy and organised.</li><li>• To be trained in the use of the cashless system and other IT systems where appropriate.</li><li>• Operation of the Academy cashless catering system at lunch to ensure the children all receive their allocated meal.</li><li>• To be prepared to undergo other training as and when necessary.</li><li>• To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.</li><li>• To undertake any other duties of a similar level and responsibility as required by the Kitchen Manager.</li></ul>			
<p><i>While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.</i></p>			



#### Qualifications and Education Requirements

Essential	Desired
•	• Safer Food Hygiene Certificate

#### Experience

Essential	Desired
•	• Previous experience of working in a busy catering environment

#### Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> <li>Ability to work effectively in a busy and hectic environment</li> <li>Able to communicate with other staff and pupils</li> <li>Encourage children to select a balanced meal</li> <li>Be able to work within Health &amp; Safety standards and Food Hygiene regulations.</li> <li>Able to use and clean simple machinery and light equipment.</li> <li>Demonstrate a willingness and enthusiasm for training and progression.</li> <li>Display and maintain a high standard of personal hygiene.</li> <li>Willingness to be flexible</li> </ul>	

Reviewed By:	S Spruth	Date:	26/05/2023
Approved By:		Date:	
Last Updated By:	S Spruth	Date:	26/05/2023