



HEARTS ACADEMY TRUST



# KITCHEN ASSISTANT JOB DESCRIPTION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

# KITCHEN ASSISTANT JOB DESCRIPTION

## Qualifications & Experience

Detail	Examples
Job Title	Kitchen Assistant
Grade	Band 1
Reports to	Catering Manager
Responsible for	N/A
Liaison with	Pupils Administrative Staff Headteacher Teaching staff Catering and Caretaking Staff Suppliers
Job Purpose	To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the school.
Principal Accountabilities	
Duties	<ul style="list-style-type: none"> <li>• The preparation and simple cooking of food &amp; beverages</li> <li>• Serving customers at the counter/hatch or from a trolley or kiosk as required</li> <li>• To undertake all aspects of cleaning equipment (light and heavy), walls (up to 6ft.) floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as directed</li> <li>• During service times, to ensure that tables and counters are as clean as reasonably practicable and adequately stocked</li> <li>• To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations</li> <li>• To attend training activities and/or meetings as required</li> <li>• Occasionally, to assist with special functions at the school which may be outside of normal working hours</li> <li>• To report any customer comments or complaints and take any necessary remedial action if appropriate</li> <li>• Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible</li> </ul>
General	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the line manager</li> <li>• To understand and apply school policies in relation to the health, safety, welfare and behaviour of pupils</li> </ul>

	<ul style="list-style-type: none"> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head of School to carry out appropriate duties within the context of the job, skills and grade</li> </ul>
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**Name of employee:**

**Signature of employee:**

**Date:**