



JOB DESCRIPTION

JOB TITLE:	Kitchen Assistant
GRADE:	Grade A, Point 1, £17842 pro rata. £9.25 per hour
BASIS:	Permanent
HOURS PER WEEK:	25 hours per week, term time only, plus 5 additional days for training and set up.
RESPONSIBLE TO:	Catering Manager/Assistant Cook
JOB PURPOSE:	The core focus of this job is to assist the Catering Manager in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, preparing meals, setting out and putting away dining furniture, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	Norton College is part of Evolution Schools Learning Trust. The catering service is part of school life and staff are required to adhere high standards of behaviour at all times, including outside the workplace. An enhanced Disclosure Barring Service (DBS) clearance is required for this post.

OPERATIONAL MANAGEMENT

- Carry out basic food preparation tasks, for example, weighing-up food, preparing, fruit and vegetables, making sauces and removing items from ovens;
- Participate in the production of nutritional meals;
- Putting out dining tables and chairs before service and cleaning them before putting away into storage after service;
- Serving meals to children and staff;
- Tidying up the kitchen and dining room and carrying out cleaning and washing up duties;
- Sweeping and mopping floors;
- Removing waste and rubbish to the designated area;

COMMUNICATIONS

- Oral communication with the Catering Manager in relation to carrying out duties;
- Reporting to the Catering Manager and alerting other members of staff to potential hazards in the kitchen;
- Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake;
- Engage with children and young people at service times;
- Support children and young people in developing good dietary habits



PARTNERSHIP/CORPORATE WORKING

- Support the Catering Manager in the management of catering staff in school.

RESOURCE MANGEMENT

- Assist the Catering Manager in the care and maintenance of equipment including reporting faults to the Catering Manager etc.;
- Use efficiently services such as gas, electricity and water.

SYSTEMS AND INFORMATION

- Carry out all work in accordance with the policies and procedures included in:
 - The Food Safety Management System;
 - The Kitchen Manual;
 - The COSHH Manual;
 - The Risk Assessment Manual

SKILLS MANAGEMENT

- Attend training courses as required including:
 - Food Hygiene;
 - Health and Safety

SAFEGUARDING

- Be responsible for promoting and safeguarding the welfare of children and young people that you come into contact with.

EQUALITIES

- Ensure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities;
- Within own area of responsibility work in accordance with the aims of the Equality Policy Statement.

GENERAL INFORMATION

As with all job descriptions it may be necessary to undertake any reasonable task required, sometimes at short notice, which is not described here. All staff must be aware of, and practise, the current Health and Safety regulations in accordance with Government, Trust, College and Faculty/Department policies. The post holder is expected to be part of the whole school staff team and to be able to use his/her initiative. The ability to respond positively to ever changing and demanding circumstances is essential.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the Trust's policies and supporting documentation in respect of these issues.

14th September 2021