

## Job Description

Establishment: <b>Heanor Gate Science College</b>
Post Title: <b>Kitchen Assistant</b>
Grade/Pay Range: <b>NJC Point 2</b>
Hours/weeks: <b>30 hours per week (7:45am – 2.15pm with half hour unpaid break)</b> <b>Flexibility on INSET days</b> <b>Five days per week</b> <b>Term time only (39 weeks)</b>
Reporting to: <b>Catering Manager</b>
Department/Team: <b>Catering</b>

### OVERALL PURPOSE OF THE POST

To carry out general kitchen duties, food preparation and service for a number of meals per day, ensuring correct portion control, washing up and cleaning of equipment and furniture.

#### Main Duties and Responsibilities

- Carry out basic preparation of food and simple cooking (i.e. frying)
- Carry out general kitchen duties, e.g. washing up, dishwasher, etc
- Clean kitchen, its surroundings and equipment
- Serve meals ensuring correct portion control is observed
- Operate the till at break and lunchtime
- Work a rota system to ensure all areas of basic kitchen work are covered in any eventualities
- Cover food preparation areas (e.g. sandwiches, etc) in case of absence
- Ensure all food preparation is carried out using Good Hygiene guidelines
- Ensure that the Health and Safety Act is observed within the kitchen
- Be prepared to give practical help in any part of the kitchen should the need arise
- Carry out other reasonable duties as requested by the Catering Manager

### ALL SUPPORT STAFF AT HEANOR GATE SCIENCE COLLEGE ARE REQUIRED TO:

- 1) Work towards and promote the School Vision and the current school aims outlined in the School Improvement Plan
- 2) Undertake professional development activities to enhance personal development and job performance through provision of training and mentoring
- 3) Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- 4) Participate in appropriate meetings with staff and senior management
- 5) To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- 6) To adhere to school policies on equality and diversity

**NOTES:**

- 1) The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- 2) This job description allocates duties and responsibilities, but does not direct the amount of time to be spent on carrying them out and no part of it shall be construed. In allocating time to the performance of duties, the post holder must have regard to the school's published Directed Time Policy.
- 3) The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once per two years and may be subject to modification or amendment at any time after consultation with the post holder.

**Name of Postholder:**

**Signature:**

**Date:**

## Person Specification

	Essential	Desirable
<b>Qualifications and Experience</b>		
<ul style="list-style-type: none"> <li>• Good standard of education especially with regard to literacy and numeracy skills</li> <li>• Valid Food Hygiene qualification</li> <li>• Experience of working in a busy kitchen environment</li> <li>• Ability to follow Codes of Practice (please refer to the Health and Hygiene Practices)</li> <li>• Ability to use general catering equipment safely and correctly</li> <li>• Ability to deliver high standards of customer service</li> <li>• Previous experience in an educational environment</li> </ul>	✓  ✓ ✓  ✓ ✓	✓     ✓
<b>Knowledge and Understanding</b>		
<ul style="list-style-type: none"> <li>• Health and Safety practices</li> <li>• Principles of food hygiene and storage/service</li> <li>• Awareness of the principles of manual handling</li> <li>• Awareness of food safety and cleaning practices</li> <li>• Good all round practical catering knowledge</li> <li>• Principles of cash handling</li> </ul>	✓ ✓	✓ ✓ ✓ ✓
<b>Skills</b>		
<ul style="list-style-type: none"> <li>• Ability to work in any type of catering unit</li> <li>• Good customer liaison skills</li> <li>• Good communication skills</li> <li>• Flexible approach</li> <li>• Food preparation and presentation skills</li> <li>• Ability to carry out manual handling duties</li> </ul>	✓ ✓ ✓ ✓ ✓	✓
<b>Personal Attributes</b>		
<ul style="list-style-type: none"> <li>• A genuine enjoyment of cooking</li> <li>• Ability to follow direction and work in collaboration with the catering team</li> <li>• Ability to work flexibly, adopt a hands on approach and respond to unplanned situations</li> <li>• Good sense of humour</li> <li>• Commitment to the highest standards of child protection and safeguarding</li> <li>• Recognition of the importance of personal responsibility for health and safety</li> <li>• Commitment to the Trust's ethos, aims and whole community</li> <li>• Willing to be involved in every aspect of school life</li> <li>• Enjoy working with young people</li> </ul>	✓ ✓ ✓  ✓ ✓ ✓  ✓	✓ ✓