



## Employee Specification Form

Post Number	
Job Title	Kitchen Assistant
Department	Pensby Primary School
Prepared by and date	SBM, May 2025

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
<b>Qualifications</b> <ul style="list-style-type: none"> <li>Very good interpersonal and customer care skills</li> <li>Basic food handlers (level 2) certificate or ability to undertake this qualification within 8 weeks of commencing role.</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>NVQ Level 2 Food Preparation</li> </ul>	Application
<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of catering/service roles and demands in secondary or primary functions e.g. B&amp;I or education</li> </ul>	Application/ Interview	<ul style="list-style-type: none"> <li>Some relevant experience, e.g. private care home, fine dining, private school or retail food outlet</li> </ul>	Application/ Interview
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>Ability to work with raw materials and undertake general food related duties to the school's required standards.</li> <li>Good craft skills</li> <li>Ability to work as part of a team</li> <li>Knowledge of procedures and equipment for preparing, serving and assisting with cooking of food,</li> <li>Understanding of relevant hygiene requirements</li> <li>Operating kitchen equipment</li> <li>Good communication and interpersonal skills</li> </ul>	Application/ Interview	<ul style="list-style-type: none"> <li>Ability to prepare homemade style dishes</li> <li>Ability to communicate and empathise with parents and carers</li> <li>Knowledge of health and safety issues</li> </ul>	Application/ Interview
<b>Special Requirements</b> <ul style="list-style-type: none"> <li>Position subject to DBS clearance</li> <li>Position subject to a full social media check</li> <li>Position subject to references</li> <li>Reporting any issues to senior kitchen staff</li> <li>Standing for periods of time</li> <li>Assembly or disassembly of equipment used by pupils</li> </ul>	Application/ Interview/ Reference Check	<ul style="list-style-type: none"> <li>Ability to use initiative</li> <li>Ability and willingness to attend training course when required</li> </ul>	Application/ Interview