

Employee Specification Form  
 Specification for the post of: **Kitchen Assistant**

**M23**

	<b>Essential Personal Attributes</b>	<b>Stage Identified</b>	<b>Desirable Personal Attributes</b>	<b>Stage Identified</b>
Qualifications			<ul style="list-style-type: none"> <li>NVQ or equivalent catering qualification</li> <li>Maths GCSE or equivalent (Grade C or above)</li> <li>English GCSE or equivalent (Grade C or above)</li> <li>Up-to-date Level 2 award in Food Safety and Catering</li> </ul>	Application Certificates
Experience	<ul style="list-style-type: none"> <li>Working within a busy kitchen</li> <li>Experience in the use of kitchen equipment</li> <li>Working as a member of a team</li> <li>Decision making skills, such as food preparation, cooking and washing up</li> <li>Safe keeping, cleanliness and use of equipment</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Experience working in a school kitchen</li> <li>Working with children</li> </ul>	Application Interview References
Knowledge & Skills	<ul style="list-style-type: none"> <li>Good communication and interpersonal skills</li> <li>Good organisational and time management skills</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>A positive attitude to personal development and training</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Experience working independently and taking responsibility of a working station in a busy kitchen</li> <li>Knowledge of health and safety issues</li> </ul>	Application Interview References
Special Requirements	<ul style="list-style-type: none"> <li>Articulate, well-motivated and reliable</li> <li>Able to work flexibly to meet the changing demands of the school catering provision</li> <li>Embrace the school's ethos</li> </ul>	Application Interview	<ul style="list-style-type: none"> <li>Awareness of safeguarding issues and procedures</li> <li>Contribute to the wider life of the school</li> </ul>	Application Interview