

**JOB DESCRIPTION**

JOB TITLE:	Kitchen Assistant	JOB REF:	
RESPONSIBLE TO:	Catering Manager	GRADE:	NJC Grade 2 £12.65 p/h

**BASIC JOB PURPOSE:**

To assist in providing an efficient and effective catering service in accordance with Healthy Eating and DFE guidance:

- To assist in the preparation, cooking and presentation and serving of meals and snacks
- To comply with food hygiene and Health and Safety regulations

**MAIN RESPONSIBILITIES**

1	To assist in preparing, cooking and presenting a range of fresh food and beverages to the required standard and in accordance with the daily production schedule.
2	To prepare the dining areas for service to include setting up of food servery counters and trolleys.
3	To check and record food and storage temperatures at all relevant times in accordance with the hygiene management system.
4	To serve food and beverages.
5	To account for stocks used in accordance with the daily production schedule.
6	To wash cooking utensils, crockery, cutlery and all other catering equipment in accordance with the published rota.
7	To clean the dining areas and their associated equipment.
8	To clean the kitchen, its surrounds and floor to the agreed standard and in accordance with the published rota.
9	To assist in the unpacking and storage of foodstuffs and other stores upon delivery to site, checking and recording temperatures as appropriate.
10	To act as 'cashier' as required using the academy's cashless catering system.
11	To undertake training as required.
12	To report any faults with equipment and appliances to the Catering Manager.
13	To maintain good relationships with all staff, students, visitors, suppliers and contractors.
14	To ensure that all activities undertaken are done so safely and to report any unsafe practices or conditions identified as soon to a senior manager.
15	To actively safeguard and promote the welfare of children at all times.
Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher up to or at a level consistent with the main responsibilities of the job.	

**Person specification**

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Basic literacy and numeracy skills (GCSE English and Maths at Grade D/3 or equivalent – desirable but not always essential)</li> <li>• Awareness of Food Safety &amp; Hygiene</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working in a kitchen or food preparation environment (ideally)</li> <li>• Experience of working as part of a team</li> </ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Knowledge of basic food preparation, storage, and hygiene practices (ideally)</li> <li>• Understanding of health and safety procedures relevant to a catering environment (ideally)</li> <li>• Ability to follow instructions and work under supervision</li> <li>• Good interpersonal and communication skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Reliable and punctual</li> <li>• Able to carry out manual tasks (e.g. lifting, standing for long periods)</li> <li>• Positive and enthusiastic attitude</li> <li>• Willingness to learn and undertake relevant training</li> <li>• Ability to work efficiently and calmly under pressure</li> </ul>

**Last review date:** [date when this document was last reviewed]

**Next review date:** [date when this document will next be reviewed]

**Headteacher/line manager's signature:**