



Job details

Job title:	Kitchen Assistant – Christ the King Roman Catholic Primary School
Salary:	Grade B Wiltshire Pay Scales (£9.00 - £9.18 an hour)
Hours:	Part time: 11.00am – 1.30pm 2.5hours a day for 38 weeks
Contract type:	Permanent
Reporting to:	Cook

Main purpose

- To work under the direction of the Cook to ensure the effective running of the school's kitchen and dining room facilities
- Promote the Catholic ethos of the school

Duties and responsibilities

- To assist with the preparation of food and beverages, ie preparation of vegetables, snacks, salads, drinks, etc.
- To serve meals
- To take samples of food for Public Health purposes
- To carry out cleaning tasks within the kitchen and dining room environment, i.e. surrounds and equipment
- To help with washing up, as necessary
- To maintain a general awareness of the progress of cooking.
- To take temperatures of refrigerators and freezers and record them in the kitchen diary
- To ensure that the kitchen is left clean, safe and secure at the end of the shift

Supervision and Management

- The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits.



Creativity and Innovation (i.e. Problem Solving)

- The work is fairly routine which involves little opportunity for creative or innovatory thinking

Key Contacts and Relationships

- Cook – Work Allocation etc.
- Pupils – Serving Meals
- Teachers and Teaching Assistants – Information exchange

Decision Making

- Work is carried out within clearly defined rules or procedures. Advice is available if required.

Resources

- The jobholder is required to use resources with care but is not personally accountable for the security of physical or financial resources.

Working Environment

- The jobholder works in a school kitchen school. The physical demands are in line with cooking duties. i.e. standing for most of the working time and manual handling of equipment and deliveries. There is regular noise from the pupils.

Knowledge and Skills

- The jobholder needs the ability to undertake comparatively basic tasks. A certificate in Food Hygiene is required.

The kitchen assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the kitchen assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person specification

Criteria	Qualities
Qualifications and experience	<ul style="list-style-type: none">• Food Hygiene Certificate (ideal but can be gained through the role).• First Aid Certificate (ideal but not necessary).
Skills and knowledge	<ul style="list-style-type: none">• Good Knowledge of Kitchen Hygiene practices.• Good communication / reliability.• Able to work on own initiative.
Personal qualities	<ul style="list-style-type: none">• Good time keeping.• Good sense of humour.• Reliability a must.• Good at team work.

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: June 2019

Next review date: June 2020

Headteacher signature:

Date:

Postholder's signature: _____

Date: _____