

Job Description: Kitchen Assistant (Deputy CM) at St Francis CofE Primary School

Job title	Kitchen Assistant (Deputy CM)
Role summary	<p>The purpose of this role is to manage the preparation, production and finishing of nutritious, balanced and value-for-money meals.</p> <p>Working with the catering manager you will ensure that the service provided meets the required standards, and achieves a consistent high standard, which is demonstrated by customer satisfaction.</p> <p>To provide support to the catering manager with suggestions for planning, ordering supplies, preparation and cooking of nutritionally balanced meals.</p>
Responsibilities / Accountabilities	<ol style="list-style-type: none"> 1. To support the catering manager with meal production, and service delivery, ensuring full compliance with all statutory requirements, including food hygiene, health and safety regulations. 2. Enhance and maintain the school's reputation for high-quality food provision and the promotion of healthy eating. 3. Assist with the planning, ordering, receipt and storage of all meals beverages and snacks, including portion control, menu planning and costing, and when required, provision of special dietary requirement. Services to include functions, Breakfast Clubs, Mid Morning Breaks, and may include the transportation of meals. 4. To assist with the setting up and clearing of the service counter. To include the service and supervision of food assisting in the replenishment as necessary. 5. To assist in the routine and in-depth cleaning of the kitchen, dining room and kitchen equipment on a regular basis using equipment and chemicals as recommended, in accordance with Health & Safety and COSHH requirements. 6. To direct the work of general kitchen/catering assistants, according to correct methods and safety rules laid down. 7. Undertake skilled cooking activities and oversee the preparation of healthy, nutritionally balanced menus that meet the Government's national nutritional standards for school lunches 8. To assist in maintaining and monitoring of hygiene, health and safety in the kitchen and surrounding areas. To include assisting in the monitoring and maintaining of records of daily fridge and freezer and food temperature in accordance with Food Hygiene Regulations and Health & Safety Policy. Including Hazard Analysis and Critical Control Point for food safety. 9. To share in the school ethos of promoting a positive approach to behaviour management. 10. Assist the Catering manager in training new staff in cooking methods and methods of work in kitchen, including Health and Safety. 11. Take control of kitchen in absence of the Catering Manager.

Supplementary Accountabilities	<ul style="list-style-type: none"> ● Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality, reporting all concerns to an appropriate person ● Contribute to the overall ethos/work/aims of the school ● Appreciate and support the role of other professionals ● Attend relevant meetings as required ● Participate in training and other learning activities and performance development as required ● Comply with health and safety policies and procedures at all times ● Treat all users of the school with courtesy and consideration ● Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities
Reporting structure	The Kitchen Assistant (Deputy CM) will report to the Catering Manager
Working conditions	22.5 hours a week, 39 weeks a year Location: St Francis CofE Primary School SN25 1UH

Person Specification: Kitchen Assistant (Deputy CM) St Francis CofE Primary School

Area	Requirement	Desirable (D) or Essential (E)
Qualifications and Training	NVQ3 or equivalent in catering	Essential
	A valid food hygiene certificate and advanced food hygiene certificate or working towards this	Essential
Experience	Experience of working in catering teams	Essential
	Previous experience of providing catering for 300-400 covers in the following or similar environments: care home, day care centre, hostel, hotel, restaurant, school or other establishment where large scale catering is undertaken	Essential
Knowledge & Skills	Knowledge of specialist diets for health conditions, allergies, cultural and religious backgrounds	Essential
	Effective written and verbal communication skills	Desirable
	Ability to work as part of a team	Essential
	Proficiency in Microsoft Office (Word, Excel, Outlook) and document management systems	Desirable
	Understanding of confidentiality and data protection (GDPR)	Desirable
	Ability to understand and provide a balanced nutritional diet to service users	Essential
	Knowledge of school policies and statutory responsibilities (e.g., safeguarding, health & safety)	Desirable
Personal Attributes	Organised, methodical, and able to meet deadlines	Essential
	Proactive and able to work independently	Essential
	Strong interpersonal skills and able to work well with a range of stakeholders	Essential
	Attention to detail	Essential
Decision Making	Work with catering manager to develop an affordable and appealing menu 3 times a year	
Contacts & Relationships	Head teacher, Business Manager, admin team, mid-day supervision staff, and pupils Suppliers	

Creativity & Innovation	Supporting menu creation and rotation
Emotional Demands	Sensitive handling of school issues eg Free School Meals Working with colleagues and pupils
Physical Demands	Long periods of standing Bending, lifting, stretching Possibility of slips, trips and falls Possibility of scalds or burns Lifting heavy objects Machine operation Extremes of temperature