



Job Description and Person Specification

Job Description

Post:	Kitchen Assistant
Hours:	10:30am - 2:30pm, Monday to Friday
Contract:	39 weeks (Term Time plus 5 INSET days)
Salary & grade:	Scale 1C
Line Manager/ Appraiser:	Deputy Headteacher
Accountable to:	Headteacher

Key Purpose of the Role:

To support the Chef Educator and work with the kitchen team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government and the School's standards at all times.

Key Responsibilities:

Food Preparation, Quality & Standards

- To support the Chef Educator and work as part of a team preparing fresh food to meet the specified standards.
- To support the Assistant Chef when they are deputising for the Chef Educator when they are leading cooking sessions and during periods of absence.
- To support the preparation of meals in accordance with an agreed seasonal 3-week menu cycle and to change this in accordance with the school food standards and allowing for allergen issues, ensuring full adherence to recipes, food presentation standards and portion control.
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for.
- To work to deadlines to ensure meals are served promptly.
- To ensure that meals are presented and served in an attractive way.
- To ensure that work is carried out hygienically, safely and tidily at all times within the prevailing legislative framework.
- To support the kitchen team on projects such as the vegetable garden on the school site and food waste projects.
- To support the kitchen team to ensure the kitchen remains an integral part of the school as a learning space
- To support the running of the school micro bakery by undertaking tasks such as shaping the bread and preparing loaves ready for baking.

Administration

- To support the timely and efficient storage of deliveries and support with good stock rotation in the store room and manage use by dates in the fridge and freezer.

- To report any complaints or incidents to the Chef Educator

Health & Safety

- To follow health and safety and hygiene guidelines at all times.
- To ensure cleaning is carried out according to the schedule agreed with the Chef Educator.
- To wear the correct uniform at all times.
- To ensure all kitchen equipment is maintained in good condition and any faults are reported to the Chef Educator.

Conduct

- To be familiar with all relevant School policies, rules and procedures and any changes to these.
- To follow a standard of behaviour to colleagues which is polite, honest and friendly.
- To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the Chef Educator.

Other Duties

To undertake any other reasonable duties that may be required from time to time commensurate with the post of Kitchen Assistant.

The Trust expects all employees to have a full commitment to the equal opportunities policy and an acceptance of personal responsibility for its practical application. All employees are required to comply with, and promote, the policy and to ensure that discrimination is eliminated within the service to the pupils and their parents/ carers. The school is committed to the safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be requested for the successful candidate in accordance with Safeguarding Children, Keeping Children Safe in Education and Safer Recruitment in Education legislation.

Personal Specification

	Essential	Desirable
Education and Qualifications		
Basic Food Hygiene Certificate	•	
Health and Safety Training		•
Experience		
Experience working in a kitchen or food preparation setting	•	
Experience of preparing meals for groups of children	•	
Experience in following within a school or educational environment	•	
Evidence of commitment to continuous professional development	•	
Experience supporting food-related educational projects e.g. school gardens, food waste		•
Skills and Knowledge		
Understanding of food hygiene, health & safety regulations	•	
Awareness of allergens and special dietary requirements	•	
Ability to work as part a team	•	
Good communication and interpersonal skills	•	
Basic understanding of sustainability in food preparation		•
Personal Qualities		
Able to demonstrate commitment to the values and behaviours which flow from The Elliot Foundation Academies Trust Values and ethos	•	
Friendly, professional and respectful demeanour	•	
Punctual, reliable and trustworthy	•	
Flexible and adaptive to changing tasks	•	
Commitment to safeguarding and equality	•	

Appointment to this post will be subject to satisfactory pre-employment checks including a Barred List check, Disclosure and Barring Service check and references.