JOB DESCRIPTION

POST TITLE:	**General Kitchen Assistant**
RESPONSIBLE TO:	The post holder reports to the Catering Manager and is ultimately responsible to the Head Teacher
GRADE:	**Band 2**
PURPOSE OF POST:	To assist in the preparation and delivery of the school meals service using high standards of food hygiene/handling and safe working practices, along with promotion of the school meals service

Main duties/responsibilities

1. To assist in the preparation and delivery of school meals services including:
   (a) Basic food preparation
   (b) Serving meals
   (c) Setting up tables and chairs
   (d) Clearing/cleaning tables and equipment
   (e) Washing up
2. To work in compliance with the health and safety at work legislation and food hygiene and handling requirements.
3. To ensure a high standard of work is maintained in accordance with Quality Systems and current work practices.
4. To promote the School Meals Service to the customers, visitors to school and to the community.
5. Ensure a clean and presentable image at all times.
6. Provide a service within any other catering unit, as required.
7. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
8. The post holder must carry out their duties with full regard to the Academy's Equal Opportunities and Equality Policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner.
9. Undertake any training as required to complete the above duties

10. Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.
11. Behave according to the relevant Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.
12. This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.
13. Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: November 2026

PERSON SPECIFICATION

Kitchen Assistant

Key

A Application form including personal statement

S Selection Process including interview

R Employment References

C Certificates

D Enhanced Disclosure and Barring Services Criminal Check

Criteria number	Criteria	Essential / Desirable	Stage identified
	Qualifications		
1.	Basic Food Hygiene Certificate	D	A,C
	Experience & Knowledge		
2.	Demonstrable level of literacy and numeracy to be able to carry out the requirements of the post	D	A,S,R
3.	Previous catering experience	D	A,S,R
4.	Knowledge of food hygiene	D	A,S,R
5.	Knowledge of health and safety at work	D	A,S,R
	Skills		
6.	Able to work successfully as part of a team and on own initiative	E	S,R
7.	Ability to communicate orally to a range of audiences	E	A,S,R
	Personal Attributes		
8.	Able to remain calm under pressure	E	S,R
9.	Able to maintain a high standard of customer service	E	S,R
10.	Customer focused and confident when dealing with pupils and school staff.	E	S, R
11.	Reliable, with a flexible approach to work	E	A,S,R
	Special Requirements		
12.	Commitment to safeguarding pupils and suitability to work with young people	E	D
13.	Ability to form and maintain appropriate relationship boundaries with children	E	D
14.	The ability to communicate at ease with customers and provide advice in accurate spoken English	E	S
15.	Suitability to work with children.	E	D

Criteria number	Criteria	Essential / Desirable	Stage identified
16.	Satisfactory Enhanced Disclosure and Barring Service Check	E	D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

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