

# JOB DESCRIPTION

## KITCHEN ASSISTANT



*At Phoenix School, the education of our students is our first concern. All staff are accountable for achieving the highest possible standards in work and conduct. Staff are expected to act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up to date and be self-critical; forge positive professional relationships; and work with parents in the best interest of their students.*

**GRADE:** SCALE 1, 35 HOURS, TERM TIME ONLY  
**RESPONSIBLE TO:** HEAD CHEF

### PURPOSE OF THE POST:

- Work as part of a team preparing fresh, interesting and nutritious school meals within budget and which meet Government and the School standards at all times.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

### THE MAIN AREAS OF RESPONSIBILITY WILL BE:

- Food Preparation: Processing vegetables, condiments, filling up sauce pots, preparing snack baskets and preparation of salads and salad bar
- Driving food and deliveries to and from the Primary site using the kitchen service van
- Assisting with organising snack delivery to classrooms
- Dishwashing including pots, pans, cutlery and crockery as required.
- Organisation of goods received: ensuring that stock deliveries are organised.
- Keeping fridges and dry stores organised
- Ensuring that waste is disposed of promptly and in the designated areas
- Helping the kitchen porter with refilling paper, soap and cleaning material dispensers.
- Assisting the with lunch service as required
- Cleaning: ensuring that your work areas are clean at all times, using the designated cleaning chemicals appropriately, sweeping floors and assisting the kitchen porter with the 5-day cleaning schedule

### CONDUCT

- To be familiar with all relevant school policies, rules and procedures and any changes to these.
- To adhere to a standard of behaviour to colleagues which is polite, honest and friendly.

### CLEANING AND GENERAL TASKS

1. Clean on a daily basis all catering areas to the required standard.
2. Attend to the cleanliness of storage areas, including fridges and freezers.
3. Ensure cutlery, crockery serving utensils, containers, tables and all other catering equipment is clean and maintained in good condition
4. Ensure that deliveries are put away in rotation.
5. Take all necessary steps to ensure the maximum security of kitchen supplies and equipment

6. Inform the Head Chef of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
7. Ensure that policies and procedures with regard to health, safety and hygiene are adhered to at all times.
8. Ensure all kitchen equipment is maintained in good condition
9. Wear the correct uniform at all times
10. Attend training sessions and meetings as required.
11. Work as part of a team contributing to the aims and values of the Kitchen and the School.
12. Seek guidance from the Head Chef and Lead Chefs as appropriate.
13. Driving deliveries to and from the Primary site as needed

#### **ADDITIONAL RESPONSIBILITIES AND GENERAL REQUIREMENTS:**

1. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the School kitchen.
2. Undertaking any professional duties commensurate with the grade of the post, reasonably delegated by the Executive Headteacher or Senior Management Team.
3. Showing commitment to the school, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination.
4. To set a standard of behaviour to colleagues which is polite, honest and friendly.
5. To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from Executive Headteacher
6. Participating in the school's appraisal and professional development arrangements, ensuring that objectives are set and met within the agreed time-scale.
7. To carry out additional training as appropriate (which may occur during school holidays) to ensure up to date knowledge in all legislations are maintained.
8. To comply with the School's equal opportunities and diversity policies, ensuring anti-discriminatory practice within the working area.
9. The post holder will undertake training and development as appropriate and keep apprised of developments.
10. To be familiar with all relevant School policies, rules and procedures and any changes to these.

#### **VARIATION CLAUSE:**

1. This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

## **FLEXIBILITY CLAUSE:**

1. Other duties and responsibilities express and implied which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
2. This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It may be changed from time to time to reflect the changing circumstances and demands of the School. As directed, the post holder will undertake additional duties and responsibilities that may arise from time to time.

## **EQUAL OPPORTUNITIES STATEMENT**

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

## **ADDITIONAL DUTIES**

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

## **SAFEGUARDING**

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.

# PERSONAL SPECIFICATION



**POST TITLE:**  
**GRADE:**

**SCHOOL KITCHEN ASSISTANT**  
**35 HR PER WEEK SCALE 1 TERM TIME ONLY**

<b>Selection criteria</b> – please address these in your personal statement	
<b>Qualifications</b>	Level 2 certificate in food Hygiene. NVQ in food preparation and cooking (or equivalent experience). UK driving licence
<b>Experience</b>	Experience of preparing fresh, interesting and nutritious meals
<b>Knowledge and understanding</b>	Good understanding of multiple cooking methods and an understanding of correct cooking procedures such as blanching, searing, grilling, steaming browning, sautéing
	Understand the needs of pupils with special dietary requirements and allergens
	Awareness of required cooking temperatures and log these if necessary
	Assist in cooking classes and be able to accurately impart culinary skills
	Work with the Head Chef and Sous Chef in preparing food related tasks and exercises for students
	Work with the Head Chef and the Sous Chef on recipes and menu ideas
	Communicate knowledge of food preparation and produce
	Liaise with co-workers regarding world cuisines and new skills
	Identify fresh fish, meat and produce
<b>Skills</b>	Ability to read and complete simple instructions, such as recipes, cleaning rota, work rota, temperature control.
	Able to understand seasonality and seasonally appropriate foods
	Able to identify and prepare fresh fish, meat, bake fresh breads and pastries
	Able to cook savoury dishes and be willing to learn and/ or improve on existing knowledge
	Ability to work on multiple tasks of varying difficulty through the day
	Ability to count dinner plates, cutlery and food portions.
	Able to use and clean catering machinery and light equipment.
	Demonstrate a willingness and enthusiasm for training and progression.
	Able to encourage children to select a balanced meal.
	Able to communicate and relate well with colleagues and children in a polite professional and friendly manner at all times.
	Able to work on own and with a team with little day to day supervision.
	Monitor control and reduce food waste
	Display and maintain a high standard of personal hygiene.
	Display a commitment to Hackney Learning Trust's equalities policies
	Be able to work within Health & Safety standards and Food Hygiene regulations.
	Work effectively in a busy and hectic environment.
<b>Other</b>	A DBS enhanced disclosure that is satisfactory to the School