



St Katharine's C.E (V.A.) Primary School

- Job description:** Kitchen Assistant
- Contract Hours:** 30 hours per week, Monday to Friday
- Contract Pay:** £23,656 to £24,404 F.T.E equivalent, pro rata.

Expectations of all staff at St Katharine's:

- Put the wellbeing of our children first
- Support the Christian ethos of the school, promoting and developing its distinctive Christian character, including the school's values, worship and spirituality.
- Be part of a team, showing respect for others and being positive about the work of the school
- Show integrity and be accountable for the work you do in our school
- Follow safeguarding procedures and policies within the school, keeping up to date and

Job purpose:

The Kitchen Assistant will work as part of the kitchen team to plan, prepare, cook and serve, between 250 - 400+ meals a day to the children and, will on occasion deputise for the Kitchen Manager in their absence.

MAIN RESPONSIBILITIES

The main purpose of the job is to:

- Assist in the preparation and service of food to children and staff within the school catering service in order to maximise the quality and efficiency of the service providing customer satisfaction at all times
- Work together towards the appropriate day to day running of the kitchen

Main duties and responsibilities:

- Comply with all aspects of the Health and Safety at Work Etc Act 1974, the Food Safety Act 2006, Food Safety and Hygiene Regulations 2013, and all other relevant legislation
- Contribute to the daily provision of a catering service to the standard required

- Be aware of and comply with all procedures set down by the school
- Work within the establishment's budget for food, sundries, and labour
- Produce healthy, nutritionally balanced, and tasty meals
- Promote and encourage healthy food choices
- Undertake all aspects of cleaning equipment, walls, floors, fixtures and fittings, cooking utensils, cutlery, glassware etc. as necessary
- Maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations
- Attend training activities and meetings as required
- Report any customer comments or complaints to kitchen and school management and take any necessary remedial action if requested to do so
- Report immediately to the kitchen manager/school management as appropriate any accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate and requested.
- Provide excellent customer service at all times

Responsibility for resources

- Day to day care of light and heavy catering equipment, overseen by the Kitchen Manager
- Use and storage of chemicals, cleaning equipment and personal protective equipment, overseen by the Kitchen Manager
- Food and disposable item stocks, and rotation of food stock items, overseen by the Kitchen Manager

Job Activities

- Day to day preparation and cooking of food to agreed standards and procedures
- Provide catering outside the normal working day as and when required
- Setting up and clearing away in the dinner hall.
- Temperature test of food and record results
- Ensure the kitchen is a hygienic environment
- Maintain good communications with school staff and pupils with day-to-day customer requests, queries, and comments
- Actively promote the service to attract the maximum number of customers
- Reporting any building or equipment faults to both the school office or Kitchen Manager
- Be a part of the whole school team

Health & Safety

- Ensure Health & Safety guidelines are adhered to.
- Ensure COSHH, HACCP and HASAW are adhered to.

Other

- Any other duties of a similar level or nature that may be required in support of the day-to-day operation of site services

Person specification:

Attribute	Essential	Desirable	Method of Assessment
Experience	Experience in a similar role		Application form and interview
Practical Skills Kitchen Skills	This is a very practical role so these skills are essential whether developed in the workplace or through personal interest		Application form and interview
Communication	To be able to communicate at all levels and to be professional and courteous at all times		Demonstrate at interview
Personal Qualities	A "can do" attitude, good team player and strong interpersonal skills		Demonstrate at interview
Strategic Thinking		An ability to solve small problems but to know when to raise the issue to management	Demonstrate at interview
Technology / IT Skills		A basic understanding in order to carry out the limited administrative duties	Application form
Education and Training		Industry training and qualifications relevant to the role	Application form and interview
Equal Opportunities	The school and its staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties		Demonstrate knowledge at Interview