



"let your light shine before others" Mtt5

St Paul's Catholic School

Kitchen Assistant

Job Description

Job details

Salary: Band 1 Points 1-3 £18,333 to £18,887 per annum full time equivalent – Actual Salary £6,231 to £6,420.

Hours: 15 (Monday to Friday 11.45am to 14.45pm)

Contract type: Term Time (38 weeks) Permanent

Reporting to: Kitchen Manager and Operations Manager

Main purpose

To provide a quality and efficient catering provision to all stakeholders in school taking responsibility for the daily operations of the service.

Key responsibilities of this role include, but are not limited to:

- Preparation of a variety of meals to include both hot and cold options, taking into account any special dietary and/or cultural requirements.
- Serving a range of meals and beverages to stakeholders in an efficient and polite manner.
- Maintain a clean and safe working environment at all times in line with food hygiene requirements, statutory law and adhere to the school/Trust policies and safe systems of work.
- Cleaning of all associated areas within the catering provision as requested.
- Washing, drying and safe storage of catering utensils and equipment.
- Safe storage of goods delivered to the catering department.
- Attend training sessions as requested during term times.
- Report all accidents, equipment failures, food safety, Health and Safety hazards or concerns to your line manager promptly.
- Undertake cashier and cash handling duties as required.

Person specification

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CRITERIA	QUALITIES	ESSENTIAL	DESIREABLE
Qualifications and training	<ul style="list-style-type: none"> • Good level of general education together with good literacy and numeracy skills • Good understanding of Health and Safety procedures especially how they relate to working in a kitchen environment • First Aid Qualification 	<div>√</div> <div>√</div>	<div>√</div>
Skills and knowledge	<ul style="list-style-type: none"> • A commitment to continual professional development • Use of basic technology (Computer, Email, Photocopier) • Good verbal and written communication skills • Knowledge of food techniques used in food preparation and safe handling of food/s, and ability to communicate and demonstrate this knowledge effectively to staff • Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities, confidentiality and food hygiene. 	<div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div>	
Personal qualities	<ul style="list-style-type: none"> • Willingness to support Catholic life in schools • Professional, friendly and approachable and able to relate well to staff, students and visitors • Able to adapt to changing circumstances and new ideas • Attention to detail • Can-do attitude and solution focused approach • Ability to be respectful and promote equality of opportunity and diversity 	<div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div> <div>√</div>	
Safeguarding	<ul style="list-style-type: none"> • Understanding of responsibilities of the Trust and school in ensuring compliance with all relevant legislation 	<div>√</div>	