



THE DOWNS SCHOOL & SIXTH FORM

JOB DESCRIPTION

Job title:	Kitchen Assistant	Responsible to:	Kitchen Manager
Salary:	West Berks Grade B	Hours	20 hour per week, term time only. Plus 5 inset days and 1 cleaning day to be worked in the summer holidays.

Job Purpose

To carry out kitchen work in a pleasant and professional manner, to the required standard, as directed by the Cook or Kitchen Manager.

Designation of post and position within departmental structure

To be responsible to the Kitchen Manager (who in turn reports to the Business Manager)

To be responsible to the Head Teacher (overall pattern of work)

Main Duties and Responsibilities

- To carry out basic food preparation to the agreed standard as directed by the Kitchen Manager.
- To carry out washing up and cleaning in the kitchen, servery and dining areas as required.
- Preparation of servery counters and dining areas for service.
- To serve customers in a friendly and pleasant manner.
- Following instructions issued by the cook supervisor or Kitchen Manager.
- Operating a till when necessary.
- To carry out all tasks with due regard to the contract specification and all legislation including Health and Safety, Food Hygiene and Personal Hygiene.
- Report all accidents and dangerous occurrences to your Manager
- To ensure correct materials, equipment and methods are used at all times and equipment is kept clean and in good working order. Report faulty machinery / equipment immediately.
- Wear full uniform at work and to ensure that it is clean and presentable at all times
- Wear PPE provided and as directed.
- To use every effort to develop and maintain effective working relationships with our customers and colleagues.
- To attend training as required by your manager.
- Be punctual for start and finish times
- To ensure that efficient and economic use is made of all resources.
- Work effectively during contracted hours and be willing to work overtime as the job demands
- Carry out any other reasonable duties as directed by the Cook Supervisor or Kitchen Manager.

All staff are expected to maintain high standards of ethics and behaviour, within and outside school by:

- Proper and professional regard for the ethos, policies and practices of the school
- Understanding and acting within The Downs School's policies and guidelines, including the School's Code of Conduct and ICT policy
- Having an up-to-date knowledge of relevant safeguarding legislation and guidance in relation to working with and the protection of children and young people. The post holder is responsible for ensuring that the school's protection policy is adhered to and concerns are raised in accordance with this policy.
- Promoting equality as an integral part of their role and to treat everyone with fairness and dignity.

- Recognising health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the School's Health and Safety policy and all school-specific procedures/rules that apply to this role.

Scope of job (Budgetary/Resource control, impact)

Handles and controls cash and cheques

General

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities, but does not direct the particular amount of time to be spent carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be changed to meet the changing demands of the school at the reasonable discretion of the Headteacher.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

PERSON SPECIFICATION

Key Criteria	Essential	Desirable
Qualification and Training	<ul style="list-style-type: none"> • GCSE maths and English or equivalent • Basic food hygiene certificate (must be completed within three months of commencement) 	<ul style="list-style-type: none"> • Basic Health and Safety certificate
Competence summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Basic IT skills • Evidence of working within a service role • Good communication skills • Good literacy and numeracy skills • Understand and comply with the requirements of the Health & Safety at work Act 1974 	<ul style="list-style-type: none"> • Evidence of work experience within a catering environment • Working within a school environment
Work related personal requirements	<ul style="list-style-type: none"> • Flexible approach to tasks • Able to work as part of a team and individually • Thorough with good attention to detail • Can management own time and tasks effectively • Able to meet the physical demands of the role 	