
Head Teacher: Mrs Helen Phillips; BA (Hons), PGCE, MEd, NPQEL
Deputy Head: Mrs Lisa Kay; BEd (Hons), NPQH

JOB DESCRIPTION

Job Title: General Kitchen Assistant

Salary Grade: NJC Grade B

Post Objective

To work within the School Catering Team, to prepare for service, serve meals to children and staff, and clean down afterwards.

Other Considerations

It is essential that the post-holder takes all reasonable steps to ensure they positively contribute to their own continuous development.

Confidentiality must be maintained at all times, unless safeguarding concerns prevent this.

Accountable to: Catering Manager

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. To prepare the dining area for service, which may include moving and/or setting up furniture, setting up trolleys and the cleaning and dismantling of these as required after service.
2. To prepare the service area, hot cupboards and other equipment at the point of service for the efficient and effective service of the meal.
3. Assist in the preparation of food, including the use of fresh ingredients.
4. To serve meals, snacks and beverages to children and staff.
5. To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the kitchen and dining areas.
6. To clean on a daily basis all catering areas to an agreed standard.
7. Ensuring all food handling operations are in compliance with current Food Hygiene and Health and Safety legislation, and with the Arboretum Food Safety Procedures.
8. To ensure the maintenance of high standard of personal and kitchen hygiene and use of protective clothing and equipment provided at all times.

9. To ensure equipment and tools are used appropriately and to report any defective equipment immediately to the Catering Manager.
10. To undergo any on and off site job training sessions as relevant to the post and required by the school.
11. Maintenance of written records where required.
12. Any additional duties as required to ensure the dining area and kitchen is in a clean, hygienic and safe condition, and that the food service is effective and efficient.
13. To ensure that duties are carried out in accordance with Health and Safety, COSHH and the requirements at all times regulations, so that there is no risk to health and safety of self, other employees, children or members of the public.
14. To understand the school's Safeguarding Policy, and report any concerns appropriately.
15. To comply with Data Protection legislation in respect of your duties.

Accountability

This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out any other duties as directed by their manager as required from time to time to ensure the efficiency of the service.

Postholder Name

Signature Date