

PERSON SPECIFICATION

Post Title: Kitchen Assistant

Salary Scale: NJC Grade B

Evidence Codes:

AF – Application Form **M** - Medical

JRT – Job Related Task **I** - Interview

D - Documentation

Job Criteria				
	Essential	Source of Evidence	Desirable	Source of Evidence
Experience	Be able to demonstrate experience in the following:			
	Working in commercial catering	AF/I	Catering work in a school / college	AF/I
	Working to deadlines	AF/I		
Qualifications	Maths and English functional skills	AF/D	NVQ Level 2 or 3 in Catering	AF/D
			Level 2 award in Food Safety	AF/D
Skills and Knowledge	Be able to demonstrate skills and knowledge in the following:			
	Ability to work in any type of catering unit	AF/I	Knowledge of the governments nutritional standards	AF/I
	Good workplace organisation & tidiness	JRT	Awareness of the principles of manual handling	AF
	Effective communication skills with colleagues and pupils.	JRT		
	Manual and finger dexterity to effectively operate kitchen tools/equipment	JRT		
	Able to work quickly, yet safely to lunchtime deadlines	I/JRT		
	Knowledge of food hygiene procedures	AF/I		

	Excellent personal hygiene and personal presentation	AF/I		
	Effective communication and team working skills	AF/I		
	Knowledge and understanding of Health and Safety practices	AF/I		
	Knowledge and understanding of Food Safety in Catering	AF/I/ JRT		
	Ability to communicate with the children in English whilst serving meals	I		
	Ability to undertake physically demanding work, including lifting and carrying	I / JRT		
Other factors	Demonstrate self-motivation	I		
Personal qualities	Ability to relate effectively to children	I		
	Demonstrate reliability	I		
	A commitment to the safeguarding of children at all times	I		
	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	I		
Job Circumstances	Medical clearance subject to reasonable adjustments under the Equality Act 2010 (where appropriate)	M		
	Enhanced DBS clearance	D		
	Demonstrable evidence of continuous development and competence	D		
Equalities	Understanding of and commitment to Inclusion and Equality in respect of pupils, governors, staff and the wider community.	AF/I		