



KITCHEN ASSISTANT (Maternity Cover)

Required from July 2018

JOB DESCRIPTION

JRD - S5517

Salary	Grade 1 Point 9 - £8.68 per hour (£9363 per annum)
Hours	Term Time 24 hours per week Monday – Thursday 9.15am – 2pm Friday 9.15am – 2.15pm
Responsibility to	Cook in Charge

PURPOSE

To assist in the preparation and delivery of the school catering services, carrying out all duties to the required high standards of food hygiene/handling and safe working practices.

MAIN DUTIES

- To wash up dishes etc in compliance with correct procedures to ensure hygiene standards are maintained.
- Operate the dishwasher following correct usage procedures to ensure optimum results.
- Thoroughly and effectively clean kitchen and dining room areas and equipment as required ensuring appropriate cleaning products etc are used to ensure hygiene standards are maintained.
- Clean up spillages on tables and floors and clear food trays and cutlery away, quickly and effectively, in line with school health and hygiene procedures.
- Serve meals, snacks and beverages, ensuring hygiene/food handling procedures are observed at all times to safeguard the health and wellbeing of users of the service.
- To carry out all duties with a regard to health and safety for others and oneself, ensuring correct protective clothing is used.
- Assist with the operation of the school laundry as required.
- Assist with the delivery storage and management of food stocks in line with Health and Safety and hygiene regulations.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working with a team.

- Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary ensuring parents and school staff are fully informed of incidents and accidents.
- Maintain accident records as required.
- The Post holder may undertake any other duties that are commensurate with the post.

HEALTH & SAFETY

- Comply with the requirements of the H&S at Work Regulation
- Comply with H&S, report incidents / accidents / hazards
- To be proactive to protect both yourself and other in H&S Matters
- Comply with the school no smoking policy

GENERAL

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The post holder has common duties and responsibilities in the areas of:-
 - Quality Assurance, Communication, Professional Practice, Health & Safety.

SAFER RECRUITMENT

Safeguarding Statement:

Teesdale School is committed to safeguarding and promoting the welfare of our pupils and expects all staff, governors and volunteers to share this commitment. All appointments are subject to an enhanced DBS check.

In accordance with regulations, the School will carry out a check with the Disclosure and Barring Service as to the existence and content of a criminal record of persons appointed to posts giving substantial opportunity for access to children. Any information will be treated in the strictest confidence and will be considered only where it is felt to be relevant to a particular job or situation. Your permission will be sought to carry out the disclosure procedure following an offer of appointment but you should note that refusal to give permission could prevent confirmation of your appointment.

You will need to attend school soon after the offer of appointment with some or all of the following documents:

- | | | |
|---------------------|------------------------|----------------|
| • Birth Certificate | • Utility Bill | • Copies of |
| • Passport | • Marriage Certificate | Qualifications |
| • Driving Licence | • NI Evidence | |

The appointment is also subject to obtaining satisfactory references.

Teesdale School is an Equal Opportunity Employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applications from candidates with disabilities will be granted an interview if the essential job criteria are met.

Teesdale School has a no smoking policy.

KITCHEN ASSISTANT

Person Specification

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	Essential	Desirable
Qualifications/ Attainments	<ul style="list-style-type: none"> Willingness to undertake training 	<ul style="list-style-type: none"> Basic Food Hygiene Certificate Experience in working in kitchen / catering service Knowledge of food hygiene / handling and safe working practices
Experience		<ul style="list-style-type: none"> Catering experience
Skills, and Abilities	<ul style="list-style-type: none"> Ability to work methodically, thoroughly and consistently to a high standard Ability to organise work and ensure all areas are covered thoroughly Ability to work under pressure to meet deadlines Flexible team working Ability to carry out duties within a busy environment Ability to communicate within a team, reporting information as required Ability to interact with children and adults, both friendly and professionally Ability to use cleaning products to comply with Health and Safety guidelines Demonstrate knowledge of high standards of kitchen cleanliness Ability to monitor some food stock control 	
Knowledge		<ul style="list-style-type: none"> Some knowledge of Health and Safety procedures in a catering environment Some knowledge of food preparation / cooking skills
Personal Requirements	<ul style="list-style-type: none"> Ability to adjust working hours to meet service demands as required Ability to perform physical tasks on a frequent basis Ability to lift / carry light catering equipment and heavy pans etc Ability to be physically active for periods of time 	<ul style="list-style-type: none"> Demonstrate an interest in developing cooking skills