**HORSFORTH SCHOOL - JOB DESCRIPTION**

**Job Title:** General Kitchen Assistant

**Responsible to:** Director of Catering

**Pay Band:** A2 £25,614 (Actual salary £6,107)

**Hours**: Monday – Friday 11.30am – 1.30pm (Term time only)

**Main role:**

We are seeking a reliable and enthusiastic Kitchen Assistant to join our school catering team. The successful candidate will support the preparation and service of nutritious meals for pupils, helping to maintain a safe, clean, and welcoming dining environment.

Main duties will consist of:

- Assist in preparation of all food items
- To assist in the serving of meals to students
- Control food wastage
- Clean kitchen and machinery to the highest of standards
- Ensure high standards in food presentation and cleanliness
- To ensure that the highest standards of professionalism are exhibited at all times
- Putting out dining tables and chairs to assist if needed
- To action cleaning jobs from cleaning rota
- Carry out all work in accordance with the policies and procedures included in:
  - The Food Safety Management System
  - The Kitchen Manual
  - The COSHH Manual
  - The Risk Assessment Manual
- Attend training courses as required including:
  - Food Hygiene
  - Health and Safety
- Comply with the School's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.
- Be aware of and implement health and safety responsibilities as an employee.
- Work with colleagues and others to maintain health, safety and welfare within the working environment
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety, confidentiality and data protection, reporting all concerns to the appropriate person.
- To be aware of and support difference and ensure equal opportunities for all.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.

The successful candidate will be employed by Horsforth School but primarily based at West End Primary School. This arrangement offers a unique opportunity to benefit from the expertise of both schools. Staff enjoy the advantages and support associated with being part of Horsforth School, while working day-to-day within the thriving environment and community of West End Primary School, giving the best of both worlds.

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking/vaping policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to do additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.

Person Specification : E Essential, D Desirable

| | Experience/Aptitudes | |
|---|---|---|
| 1.1 | Some experience of working within a large catering operation (e.g. at a school, factory or large restaurant) | E |
| 1.2 | Face to Face experience of dealing with people | E |
| 1.3 | Willingness to work flexible hours including occasional evenings and some weekends | E |
| 1.4 | Keenness to continue and improve upon professional development. | D |

| 2 | Qualifications/Training | |
|---|---|---|
| 2.1 | Level 1 Food Hygiene Certificate | D |
| 2.2 | Willingness to train for Level 1 Food Hygiene Certificate | D |
| 2.3 | Willing and able to undertake further training. | D |

| 3 | Knowledge/Skills | |
|---|---|---|
| 3.1 | Able to follow instructions, i.e. guidelines, Codes of Practice | E |
| 3.2 | Able to use general catering equipment, safely and correctly | E |
| 3.3 | Able to adhere to the required personal hygiene standards | E |

| | | |
|---|---|---|
| 5 | Safeguarding and Promoting the Welfare of Students | |
| 5.1 | Has appropriate motivation to work with students. | E |
| 5.2 | Ability to maintain appropriate relationships and personal boundaries with students. | E |
| 5.3 | Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline. | E |

| | | |
|---|---|---|
| 3.4 | Capable of substantial physical activity, i.e. lifting saucepans, standing for long periods of time, moving furniture and general lifting and carrying | E |
| 3.5 | Able to apply Health and Safety Hygiene Procedures. | E |

| | | |
|---|---|---|
| 4 | Characteristics | |
| 4.1 | Polite, courteous and friendly towards customers and colleagues | E |
| 4.2 | Good organisational skills and high levels of self-motivation. | E |
| 4.3 | Capable and willing to work on own initiative. | E |
| 4.4 | Energy and self confidence | E |
| 4.5 | Ability to work under pressure and to meet deadlines | E |
| 4.6 | Good sense of humour & ability to maintain a sense of perspective in all working conditions | E |
| 4.7 | Record of good attendance and punctuality. | E |