



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
Job Title:	Kitchen Assistant
Summary of the role:	<p>To prepare and serve hot and cold meals (predominantly salads and sandwiches) in accordance with the weekly menu cycle, coffee shop and hospitality commitments whilst complying with all government legislation and school policy.</p> <p>Work as part of the catering team in collaboration to reach its end objectives.</p>
Line management responsibility for:	N/A
Main duties and responsibilities:	<ul style="list-style-type: none"> • To support the Management Team and Chef Brigade with their primary objectives. • Predominantly to produce fresh, seasonal main salad bar items, ready to go salad boxes & sandwiches including vegan & vegetarian options for both lunch and dinner service. To bring new ideas for displaying and packaging products. • Assist in the production of food items for the onsite coffee shop and accompaniments for specific theme bars at lunchtimes. • Be able to handle dietary and allergen questions • To assist in the development of the menu cycle and provide input to promoting 'Healthy Eating'. • The kitchen assistant is responsible for ensuring all food is prepared and served in accordance with current legislation whilst working both independently and within a team environment. • The kitchen assistant is to ensure that they actively monitor all food safety standards and report or address any contraventions to HACCP procedures. • To be a team player and work closely with other members to ensure the department have full cover at all times and have the foresight to think ahead in highlighting potential short falls. • Carry out cleaning duties commensurate to your trade and the cleaning schedules provided and adopt the schools



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	<p>'Clean as you go' ethos.</p> <ul style="list-style-type: none"> • To ensure that all equipment is operated in accordance with manufacturers guidelines and report any maintenance or failure issues to your superiors. • Assist in maintaining a robust stock management system and reporting any low stock issues. • Take part in regular training periods and meetings to improve personal and professional development. • Assist with functions, special events and summer lets as and when required on a continuous basis. • Complete other tasks commensurate to your trade and skill level as directed by the central management team. • Able to serve food at mealtimes and clean up after all meals. This involves the ability to perform tasks of a physical nature (often demanding) including twisting, bending and stooping. • Have an awareness of and display a commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people. • Be flexible to the changing demands of the job and have the initiative to keep you proactive with additional cleaning activities. • To work up to 5 additional hours of function time throughout the academic year on official functions to assist with the school's hospitality commitments. • Kitchen Assistants to assist Kitchen Porters with their job description when no food preparation is required.
<p>Line management duties and responsibilities</p>	<ul style="list-style-type: none"> • To be responsible for the safe use of equipment. • To be responsible for food safety standards in conjunction with governmental legislation. • The safe and economical use of chemicals in conjunction with COSHH Regulations and safety data sheets. • Contribute to the schools recycling programme by ensuring designated bins are utilised correctly, split rubbish where appropriate and the correct use of the compactor machines, with training. • Be responsible for a set of keys and the security of them, when required.



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	<ul style="list-style-type: none">• If applicable, act as a supervisor for young staff in the evenings.• Performance against a schedule of works.
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You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> • N/A 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • City & Guilds 706/1 or NVQ equivalent in catering. • Basic food hygiene certificate. • Health & Safety certificate. 	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> • Proven ability in low level but high volume food preparation. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> • Experience of school catering. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Time management. • Team player. • The ability to stay calm in an emergency. • A reliable, confident and adaptable person. • Ability to work alone. 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Common sense. • The ability to prioritise tasks. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Health & Safety awareness. • Food safety awareness. • High volume preparation. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • COSHH Awareness. • Manual handling awareness. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>



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<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • supportive of the Quaker ethos and principles • emotional resilience in working with challenging behaviours (if applicable to role) • positive attitude to use of authority and maintaining discipline (if applicable to role) • Good communicator 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • A 'Can do' attitude. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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