

# St Wystan's School

<b>Job Description: Kitchen Assistant (12 months maternity cover)</b>	
<b>Responsible to:</b>	Head Cook, Operations Manager
<b>Job Overview</b>	<p>To maintain the presentation and cleanliness of the kitchen area to an agreed standard;</p> <p>To support the development of the school through effective teamwork at all levels and through the support of the school's mission.</p>
<b>Duties and Responsibilities:</b>	<p><b>Operational</b></p> <p>You may be required to undertake any or all of the following:-</p> <ul style="list-style-type: none"> <li>• Washing-up duties as allocated;</li> <li>• Ensure the smooth delivery of a lunchtime service in the School hall;</li> <li>• Maintain stock levels of all crockery, cutlery, pots, pans and utensils as required by the catering team;</li> <li>• Keep kitchen and production areas clean and tidy;</li> <li>• Ensure all toilets are stocked with toilet rolls, soaps &amp; paper towels;</li> <li>• Unpack and store deliveries;</li> <li>• Ensure stock rotation policy adhered to at all times, also be aware of use-by dates;</li> <li>• To promote loyalty and goodwill to the school and teamwork in the kitchen;</li> <li>• Responsibility for assisting in the preparation, cooking and serving of food, as required.</li> </ul> <p><b>Health &amp; Safety:</b></p> <ul style="list-style-type: none"> <li>• Clean preparation areas, service areas and wash up areas;</li> <li>• Store and replace clean utensils and crockery;</li> <li>• Maintain and clean the food and equipment store, and boiler room as directed;</li> <li>• Sweep and clean all the floors, using correct chemicals and slippery floor notices;</li> <li>• Store cleaning equipment;</li> <li>• Dispose of rubbish as directed;</li> <li>• Ensure staff room is clean and tidy (drinks preparation work top and cupboard and fridge);</li> <li>• Comply with cleaning rota as directed;</li> <li>• Comply with all requirements regarding Health &amp; Safety;</li> <li>• Comply with COSHH regulations.</li> </ul> <p><b>Personal:</b></p> <ul style="list-style-type: none"> <li>• Maintain high personal hygiene standards;;</li> <li>• Comply with School dress standards (a uniform is provided);</li> <li>• Assist in the smooth running of the kitchen at all times;</li> <li>• To be aware of the contents of the Staff Handbook.</li> </ul>

	<b>To assist in other reasonable duties as required by the Head Cook or Operations Manager.</b>
<b>Additional responsibilities</b>	<p><b>Training and Development</b></p> <ul style="list-style-type: none"> <li>To take responsibility for own continuous professional development including attending relevant training, CPD and INSET.</li> </ul> <p><b>General Requirements</b></p> <ul style="list-style-type: none"> <li>To promote and safeguard the welfare of pupils across the School;</li> <li>To maintain high professional standards of attendance punctuality, appearance and conduct;</li> <li>To maintain positive relations with all stakeholders;</li> <li>To support the School's responsibility to safeguarding pupils;</li> <li>To promote the good name and reputation of the School;</li> <li>To adhere to School policies and procedures.</li> </ul>
<b>Key Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Awareness of health and safety, safe food preparation and kitchen hygiene requirements and procedures.</li> <li>Excellent organisation skills;</li> <li>Possess good practical catering skills;</li> </ul>
<b>Personal Competencies &amp; Qualities:</b>	<ul style="list-style-type: none"> <li>To be an enthusiastic individual, possessing drive, energy and commitment;</li> <li>To be team focused and prepared to volunteer a helping hand as required;</li> <li>Demonstrate a can-do approach;</li> <li>Have a passion and a flair for detail.</li> </ul>
<b>Terms &amp; Conditions</b>	<p><b>Hours of Work</b></p> <ul style="list-style-type: none"> <li>This is a term-time only role which requires 35 weeks of working per year. The candidate should be available for training days as required</li> <li>Pay is pro-rated over 52 weeks</li> <li>Depending on the requirements of the School at any time, these hours are subject to the terms and conditions of a Contract of Employment, and to amendment by the Headteacher from time to time.</li> </ul> <p><b>Safeguarding Children</b></p> <ul style="list-style-type: none"> <li>St Wystan's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check.</li> </ul>

This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

<b>Person Specification: Kitchen Assistant</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Tested</b>
<b>Qualifications</b>	Willingness to complete appropriate work - related courses before starting work including Safeguarding, Prevent Duty, Food Hygiene, Fire Awareness, First Aid, and any other courses as deemed necessary.		Application Form  Interview
<b>Experience</b>	Experience of working as part of a close team  Experience working in kitchen environment or catering organisation	Experience working in a school environment  An understanding; of Safeguarding and Child Protection;  Knowledge Health and Safety Act and Food and Safety at Work Act;  Knowledge of using commercial kitchen equipment;  Knowledge of cleaning procedures for equipment.	Application form  Interview
<b>Skills and Abilities</b>	Basic food preparation;  Cleaning experience;  Excellent organisation skills.		Application form  Interview

<p>Motivation and Personality</p>	<p>Willingness to learn and to take advice from colleagues and line manager;</p> <p>Self-motivated;</p> <p>A sense of humour;</p> <p>Team focused and prepared to volunteer a helping hand as required;</p> <p>A willingness to go above and beyond;</p> <p>Enthusiasm, individual, drive, energy and commitment;</p> <p>Can-do approach;</p> <p>A passion and a flair for detail;</p> <p>Willing to react flexibly to new or unexpected situations.</p>		<p>Application form</p> <p>Interview</p>
<p>Other Factors</p>	<p>Eligibility to live and work in the United Kingdom;</p> <p>Suitability to work with children;</p>		<p>Interview</p> <p>Required documentation for eligibility</p> <p>DBS check, references, additional background checks as required</p>

