Silsden Primary School
Outline Job Description

POST TITLE:	**GENERAL KITCHEN ASSISTANT**
POST REF:	
GRADE:	**BAND 3, SCP 2.**

GENERIC INTRODUCTION:

The following information is furnished to assist staff joining the School to understand and appreciate the work content of their post and the role they are to play in the organisation. The following points should be noted:

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile.

2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.

3. The School is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.

4. The school is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

PRIME OBJECTIVES OF THE POST:

To work as part of a team to prepare, cook and serve (or pack transported meals) a number of meals for a set time and in accordance with Quality Procedures and under the direction/instruction of appropriate senior staff, always ensuring a safe working environment.

May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

KNOWLEDGE AND SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will carry out timely & accurate preparation of routine equipment/resources/materials as set out in pre-defined instructions to meet required deadlines.
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- Will carry out duties involving physical demands (sometimes in awkward positions), which will be proportionate with general catering duties for example, preparation of food, long periods of standing etc.

- Will be required to manage the conflicting demands of multiple service users and unavoidable interruptions immediately in line with school policies and procedures, liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

- Required to carry our normal mental effort and short periods of concentration at peak times. E.g. Ensuring correct temperatures and times are adhered to, correct serving techniques performed within the time allocated.

RESPONSIBILITIES:

- Responsible to oneself and working colleagues for a high standard of hygiene and safety under the Food Safety (General Food Hygiene) Regulation 1995, the Health & Safety at Work Act 1974 and the policies of the School catering for which induction will be given.

- Will appreciate and support the role of other professionals.

- Will be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.

- Prepare and cook vegetables, sauces, gravies and salads as instructed by an appropriate senior staff.

- Produce meals of consistent high standards and service to customers.

- Will treat all users of the school with courtesy and consideration, maintaining effective relationships.

- Will contribute to the performance of the team, ensuring that a customer focused service is provided.

- Will maintain and operate everyday equipment (e.g. Mixers, Chippers, Vegetable Preparation Knives, Ovens, Boilers, Fryers etc.) with care, safety and cleanliness in accordance with established procedures, reporting faulty equipment, perceived hazards & other maintenance requirements to appropriate person.

- Responsible for the care and cleanliness of protective clothing issued.

- Prepare the dining room and service area. Serve the meal attractively and hygienically as possible giving consideration to customers' wants and needs. Wipe and clear dining tables, trays and service counter during service or in between sittings as required.

- Clean and store away all equipment used during preparation, cooking and service. Correct use and cleaning of kitchen tools and equipment.

- Clean dining room floor and furniture etc. after service and restack furniture, if necessary.

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- Assist with cleaning the kitchen, stores, toilets, drains, swill bins, dustbins etc. This work is usually arranged on a rota system but a willingness to help others is essential.

- Will undertake special cleaning programmes during school closure or other designated periods in compliance with the specification for the premises.

- To attend training course as required.

- Will, when requested, participate in the induction and training of other colleagues, students or trainees.

- Will, on occasion, be required to handle small amounts of cash, cheques etc.

- Will contribute to the overall ethos/work/aims of the school.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Will work mostly indoors in reasonable conditions with exposure to high and low temperatures according to food handled.

- Will have long periods of standing and working under pressure.

- Will be available to work during school hours during term time.

- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.

- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

SPECIAL CONDITIONS OF SERVICE:

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Head teacher.

- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.

- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.

- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.

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- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION:

Essential (E) or Desirable (D)

	ESSENTIAL (E)/DESIRABLE (D)
EXPERIENCE:	• Experience in catering and/or with the care and welfare of children; however on the job training will be given D
QUALIFICATIONS/ TRAINING:	• Will possess basic literacy and numeracy skills (grammar, spelling and basic mathematical knowledge), Cleaning and Support Services N/SVQ Level 1, Basic Food Hygiene **OR** equivalent experience or equivalent qualification, or willingness to train to achieve these.D • Will be prepared to gain knowledge of health, hygiene and safety procedures and precautions & regulations e.g. COSHH.E
KNOWLEDGE/SKILLS:	• Ability and interest to put into practice good food preparation, cooking and service. E • Be able to demonstrate a high standard of hygiene and understanding of health & safety necessary in a working kitchen. E • Will possess the ability to develop a positive relationship with children, parents and colleagues. E • Be able to communicate clearly with children and adults. E • Efficient organiser. E • Willingness to help others and work within a team.E • Ability to read and understand simple written instructions.E • Ability to understand simple oral instructions. E • Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.E • Will be prepared to use relevant equipment.E

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Silsden Primary School

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