

St Merryn School

Job Description: Kitchen Assistant

Purpose of the post: The post holder will be required to assist with the preparation and serving of meals.

Responsible to: Executive Headteacher

Line Manager: Cook in Charge

Hourly Rate: National Living Wage

Hours required: 9.30 - 2.30 (25 hours per week) Term time only

This is a maternity cover opportunity starting on the 15th October 2018 for approx. 6-9 months

Relief additional casual hours to cover as required.

General duties will include:

1. Washing up and general kitchen duties.
2. Preparation of foodstuffs and basic cooking.
3. Cleaning of the kitchen according to established routines.
4. Serving food ensuring that pupils are helped to make a balanced choice and that the correct portion control is made as per the National Nutritional Standards.
5. Following all health and safety laws and guidance and working within the food hygiene standards.
6. Taking rubbish to the bins.
7. Promoting the healthy school agenda and school initiatives eg Food for life.
8. Cleaning the kitchen, its surrounds and equipment.
9. Supporting the catering team during service.
10. Erecting and putting away tables and chairs in the hall at the start and end of the lunch break.
11. Cleaning the hall at the end of the lunch break.
12. Cleaning the tables and chairs at the end of lunch break.
13. Undertaking training to support the job.
14. To follow all school policies e.g. Equal Opportunities, Health and Safety, Safeguarding, Confidentiality etc. when undertaking the job.
15. To undertake any reasonable duty at the request of the Cook in Charge or Principal.

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Person Specification

ATTRIBUTES	Essential	Desirable	
KNOWLEDGE & SKILLS (INCLUDING ANY RELEVANT OR REQUIRED QUALIFICATIONS)	<p>To be able to read and write.</p> <p>To have basic mathematical skills required for portioning of food etc.</p> <p>Manual dexterity.</p> <p>To be able to concentrate, absorb and retain information</p>	<p>Experience in preparing, cooking and presenting food, in particular, vegetables, salads, sandwiches and fast food items for large numbers of people.</p> <p>To have work experience within a commercial catering organisation.</p>	<p>Application Form</p> <p>Interview</p> <p>References</p>
PERSONAL DEVELOPMENT AND ADDITIONAL LEARNING	<p>To attend training and meetings outside of term time if required.</p>	<p>Level 2 Award in Food Safety in catering or equivalent.</p>	<p>Application Form</p> <p>Interview</p> <p>Certificates</p>
EXPERIENCE		<p>To have worked in a commercial catering environment.</p>	<p>Application Form</p>
INITIATIVE	<p>Able to: -</p> <p>Apply a common sense approach to aid the provision of a first class service to the customers.</p> <p>Make decisions required when organising priorities within own workload.</p>	<p>Inform the Cook in Charge of any ideas for improving the service or increasing efficiency.</p> <p>Be self motivated for the benefit of the team as a whole.</p>	<p>Application Form</p> <p>Interview</p>
CIRCUMSTANCES	<p>To be able to work in a hot environment with large catering equipment.</p>	<p>Flexibility to cover for Staff absence.</p>	<p>Application Form</p> <p>Interview</p>