**JOB DESCRIPTION**

**SCHOOL:** Holy Family RC Primary School

**POST TITLE**: Kitchen Assistant

**GRADE:** G (11-13)

**REPORTS TO:** Catering Manager

**MAIN PURPOSE:** Working to the direct instruction of the Cook/Catering Manager to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

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**TASKS:**

* Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
* Follow personal cleanliness and hygiene guidelines and rules
* Serving of meals, snacks and beverages as required, adhering strictly to hygiene regulations
* Setting out meal trays, cutlery, tables and chairs and other equipment
* Washing up
* Operation of dishwasher
* Basic food preparation including sandwich filling and wrapping, preparation of vegetables (fresh and frozen), home bake products and snacks
* Setting out food/snacks and beverages displays, including where appropriate replenishing vending machines
* Assist with food deliveries, storage and management of food and stocks as required
* To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate
* Clean up spillages on tables and floors and clear food trays and cutlery away in line with school procedures
* Participate in training and other learning activities and performance development as required
* Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
* Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

Signed:

Date:

**PERSON SPECIFICATION**

**POST TITLE**: Kitchen Assistant

**GRADE**: G (11-13)

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|  | Essential | Desirable |
| QUALIFICATIONS/  TRAINING: | * Willingness to participate in training and development opportunities * Basic skills/induction * Food Hygiene Certificate |  |
| EXPERIENCE: | * Experience of working as part of a team | * Previous catering experience |
| SKILLS/  KNOWLEDGE: | * The operation of catering equipment/machinery * The ability to communicate with children and adults * A knowledge of basic catering practices * The ability to work to deadlines * Be able to use own initiative and work as part of a team | * Knowledge of COSHH and Health and Safety regulations |
| PERSONAL ATTRIBUTES: | * Pleasant and friendly manner * Reliable * A high level of personal cleanliness and appearance * A commitment to working as part of the whole school team and supporting the vision and aims of the school |  |