



Job Description **Kitchen Assistant**

Start Date:	ASAP
Responsible to:	Office Manager / Headteacher
Location:	Bethany CE Junior School
Grade:	Grade 2, SCP 3-4 (£12.85 - £13.05 per hour FTE)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

Job Purpose & Objectives

- Serve lunchtime meals to children.
- Carry out general washing up and cleaning duties.

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties & Responsibilities

- Working in collaboration with the appointed caterer and the Kitchen Supervisor, serve hot food to children during the lunch period.
- Take instruction from the Kitchen Supervisor.
- Good understanding of guidance issued by the caterer and be able to follow guidance to ensure meals are served as instructed.
- Receive pre-prepared food and be responsible for keeping the food warm as instructed.
- Clean and clear the dining areas.
- Be aware of pupil allergies, be familiar with information regarding allergies and where pupil allergy information is kept, be familiar with the school's methods of identifying pupils with allergies. Clarify when uncertain with the Kitchen Supervisor.
- Only serve food to children that has been ordered by parents – any deviation must be authorised by the Kitchen Supervisor or an appropriate member of staff.
- Be willing and able to serve hot food to the children, following all procedures to ensure everyone is kept safe.
- Leftover food is to be correctly disposed of daily unless otherwise instructed by the catering provider.
- There may be a need to supervise the children whilst eating, encouraging good table manners and eating habits.
- Carry out washing up, cleaning of equipment and kitchen area, including a “deep clean” during school closure periods.
- Clean tables, chairs and floor, if necessary, at the end of lunchtime and return equipment to the designated area. This can begin as the children on each table all finish their meal.
- Undertake any associated laundry duties – washing tea towels etc.
- Report any major injury to the Head or Deputy.

Additional Information

- It may be necessary for duties and responsibilities other than those outlined and specified to be undertaken at times.

Supervisory / Managerial Responsibility

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Operations Manager will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification Food Service Assistant

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • Food Hygiene Level 2 	<ul style="list-style-type: none"> • Basic First Aid training •
Experience		<ul style="list-style-type: none"> • Working with children in primary schools
Professional Knowledge		<ul style="list-style-type: none"> • Able to work constructively as part of a team • Basic understanding of allergies
Professional skills & abilities	<ul style="list-style-type: none"> • Ability to work with individuals and small groups of children. • Willing to undertake training as required • Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	
Physical skills & abilities	<ul style="list-style-type: none"> • Ability to work with and control children showing care and understanding 	<ul style="list-style-type: none"> • Able to exert moderate physical effort; crouching or bending when working with pupils

Whilst originally based at Bethany CE Junior School, the post holder will be required to travel to other local sites, including other CLP schools.