



Job Description

Kitchen Assistant

School
Post Held
Salary Scale
To Whom Responsible

Bradstow School
Kitchen Assistant
Scale 1B
Catering and Housekeeping Manager

Aim of the Post

To assist cooks in provision of meals to pupils and staff. In addition, the Postholder will be required to commit to an additional two weeks respite care work, if required, for which additional payment will be made.

Duties Comprise:

- Providing assistance to the cooks in the preparation of meals.
- Checking of fridge and freezer temperatures on a daily basis.
- Putting away of deliveries when they arrive.
- Vegetable preparation.
- Ensuring kitchen surfaces meet health and hygiene standards.
- Washing of kitchen floor daily.
- Preparing sandwiches when required.
- Providing care teams with daily food supplies.
- Providing refreshments for visitors when required.
- To commit to training, induction and continuous professional development.
- To be aware of the school policies and to act in accordance with them.
- To work if required up to a maximum of two weeks for the school's short term break provision for which extra payment would be paid.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

This job description may be amended at any time after discussion with you.



Person Specification

Kitchen Assistant

Qualifications and Experience

1. Possession of a current Food Handling & Hygiene certificate or a willingness to acquire one.

Knowledge

1. An understanding of, and ability to work within the guidelines of the Borough's Health & Safety policy.
2. An understanding of, and a commitment to the Council's Equal Opportunities Policy.

Abilities and Skills

3. Ability to carry out verbal instructions.
4. Ability to follow simple written instructions.
5. Ability to work as part of a team to ensure smooth running of department.
6. Ability to work under own initiative within a strict time limit.
7. Ability to maintain adequate stock control procedures.

Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.

Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.