



Clevelands Preparatory School

Job Description and Person Specification

Job Description

Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title: Kitchen Assistant

Hours of work: Monday-Friday, 9am-1.30pm (20 hours per week)

Remuneration: £11.44 per hour.

Responsible to: Kitchen Manager

Start: Immediate Start Available

Main Responsibilities:

During term-time, the role will be focused on working within the kitchen team, preparing meals, cleaning and supporting the Head Cook, and within school holidays periods, the role will focus on leading in the preparation of food.

- Assisting the Head Cook in preparation of food and beverages and cooking meals
- Maintaining safe and hygienic working practices at all times
- To support the School's commitment to safeguarding children
- Assisting with the preparation and cooking of vegetables and salads for serving at mealtimes
- Assisting with general washing up on a daily basis plus any weekly cleaning that is required
- To help serve dinners and help with the clearing up
- Assist with the smooth running of the Kitchen and ordering etc.
- Providing refreshments as needed for meetings and functions
- Observation of Health & Safety security and hygiene in the kitchen
- The promotion of a caring environment and good inter-department relations
- Assist with food service as necessary at lunchtime and during functions
- Ensure food is attractively presented and the correct portion controls are in place
- Assisting with food ordering, particularly during periods of school holiday. Stock checking
- Adhering to cleaning schedules, including kitchen, dining areas, furniture and equipment.

Subject Knowledge & Understanding

- Familiarity with modern kitchen equipment
- Up to date knowledge and understanding of Health and Safety regulations.
- Knowledge of statutory requirements for food safety

Professional Standards & Development	<ul style="list-style-type: none"> • Receptive to the needs of the pupils, parents and staff. • Good interpersonal skills required. • Helpful and co-operative attitude. • To be a role model to pupils through personal presentation and professional conduct. • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work. • To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety. • To establish effective working relationships with professional colleagues and associate staff.
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Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> • Experience of working safely with food 	<ul style="list-style-type: none"> • Experience of working in a busy kitchen environment 	Contents of the Application Form Interview Professional references
Communication:	<ul style="list-style-type: none"> • Confident at communicating both verbally and in writing 		Contents of the Application Form Interview
Skills:	<ul style="list-style-type: none"> • Proactive, organised and methodical. • High level of personal and professional commitment. • An ability to strike a good Rapport with students, staff and parents. • Being a positive role model. 	<ul style="list-style-type: none"> • An up to date, working knowledge of Health & Safety and Food Safety guidelines 	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	<ul style="list-style-type: none"> • To be committed to actively support the visions, aims and ethos of the school • Collaborative team player. • Open and reflective. • Self-motivated. • Professional and positive at all times. • An ability to strike a good professional rapport with students, staff and parents. • Friendly and approachable. 		Contents of the Application Form Interview Professional references