



Castle Newnham School

TRADITIONAL VALUES, BRIGHT FUTURES, ONE JOURNEY

Castle Newnham Federation

Job Description

Post:	Kitchen Assistant
Responsible to:	Kitchen Manager, Federation Catering Manager. Federation Business Manager in the absence of the Federation Catering Manager
Grade:	1D point 3 (£18,562 FTE)
Key relationships:	Federation Principal, Senior Leadership Team, relevant teaching and support staff
Location:	Castle Newnham – based on South/North site but able and willing to work on both school sites
Working pattern:	27.5 hours per week, Monday to Friday, 9am to 3pm, term time only
Disclosure level:	Enhanced
Job purpose:	To provide support in the preparation, cooking and serving of food and beverages plus related catering duties

Main duties and responsibilities:

- To prepare the service area, hot cupboards and other equipment in the servery ready for the efficient and effective service of the school meals and snacks.
- To assist in the preparation of cooking and serving of food and beverages.
- To serve food appropriately in a friendly and professional manner, under the direction of the Kitchen Manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining centre.
- To assist and organise the sorting, storing and distributing ingredients.
- To dispose of rubbish and waste.
- To complete relevant food safety paperwork and documents.
- To assist with deliveries and ensure appropriate checks are carried out and recorded.
- To clean, on a daily basis, all catering areas including floors to the required standard.
- To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- To undergo training, both on and off the job, as required.

- To inform the Kitchen Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
- To undertake any other duties that may be required for the effective operation of the catering establishment; this may include working the school tills using the biometric payment system.
- To undertake any other duties of a similar level and responsibilities as may be required.

Professional standards

- Support the ethos, vision, principles and values of the federation;
- Treat colleagues, pupils and all members of the community, with respect and consideration;
- Treat all stakeholders fairly, consistently and without prejudice;
- Set a good example to staff and pupils in terms of appropriate dress, standards of punctuality and attendance;
- Maintain a high level of confidentiality at all times;
- Support the aims of the federation through attendance at and participation in events such as open evenings, option evenings and the like (as appropriate to responsibilities);
- Take responsibility for own practice and professional development and participate in arrangements as adopted by the federation for the assessment of own performance and that of colleagues, adhering to the federation's policy on staff appraisal;
- Read and adhere to the various policies of the federation, including safeguarding, and implement the relevant sections of federation improvement plans;
- To undertake specific and appropriate tasks as identified by the Federation Principal as and when required;
- Maintain a calm sense of perspective and good humour when supporting colleagues in potentially difficult situations;
- Play a full part in ensuring that all deadlines are met as published in the school calendar;
- Be proactive and take responsibility for matters relating to health and safety.

Safeguarding children

Castle Newnham Federation is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

General

The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Terms and Conditions.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

This job description and person specification may be renegotiated by the Federation Principal if changing circumstances arise.

Post Holder:

Name _____ Signed _____ Date: _____

Line Manager:

Name _____

PERSON SPECIFICATION

JOB TITLE: Kitchen Assistant

Attributes	Essential	Preferred
Education/Qualifications	Food Hygiene certificate	Educated to GCSE level with English at Grades A*-C or equivalent Relevant qualification in hospitality and catering
Experience	Previous experience of catering work Experience of working in a commercial kitchen environment	Experience of working in a school kitchen
Skills/Knowledge/Aptitude	Good interpersonal skills Good organisational skills Ability to work as part of a team and to use initiative when required Ability to cope with conflicting demands, deadlines and interruptions Ability to maintain confidentiality at all times	
Motivation	Willingness to be flexible Willingness to undertake further training as appropriate	
Other	Willingness to undertake First Aid/Food Hygiene training	Current First Aid/Food Hygiene Certificate

	Willingness to work on different school sites as and when required	
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