

## Job Description and Post Details Kitchen Assistant

<b>Location:</b>	Hall Orchard CE Primary School Barrow upon Soar, Loughborough, Leicestershire	<b>Grade:</b>	Grade 2 Point 1 to 2
<b>Job Title:</b>	<p><u>Kitchen Assistant</u> - This a temporary post</p> <p>Hours of work are 11.30am - 2.30pm Monday to Friday, Term Time only,</p> <p>Required from 5 January 2022 or as soon as possible thereafter.</p>	<b>Job Ref:</b>	

**Purpose of the Post** - The post holder will be required to assist with the preparation and serving of meals.

**Accountable To** - Cook

**Supervisory Responsibilities** - None

### **Duties and Responsibilities - Specific**

- To wash and dry kitchen pots/utensils and ensure their proper storage
- To clean the kitchen area (floors, cookers etc).
- To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed.
- To actively participate in all aspects of food preparation
- To serve meals and drinks to the children in school, staff and others
- To report any problems to the Cook in Charge or responsible officer in the school.
- Assist in stock taking and storage of stock, including checking deliveries and ordering
- Attending training courses as appropriate.
- The post holder is part of a team whose aim is to promote the general well being of service users and may be required to work with the client in the kitchen as appropriate
- To carry out any other reasonable duties within the overall function of the job

### **Duties and Responsibilities - General**

- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems
- It may be necessary to work with information technology and associated systems in accordance with the schools policies
- To co-operate with the school in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post
- To carry out the duties and responsibilities of the post in compliance with the schools equal opportunities policies
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To understand and comply with the school's environmental policies
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.
- You will be required to wear a uniform and keep the uniform clean and ready for use

### **Child Protection Information**

Hall Orchard CE primary school takes its responsibilities under the protection of children and vulnerable adults seriously. The successful candidate will be required to take out checks on their suitability to work in an education setting. The school will carry out an Enhanced Disclosure and Barring Service check before the successful candidate can start in post.