 LUCTON SCHOOL

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| **Job Description**  **Our whole group 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:**  **Remuneration:**  **Hours:**  **Responsible to:**  **Start Date:** | Kitchen Assistant  £12.21 per hour  23 Hours per week between Mon to Sunday (rotation basis)  Kitchen Manager  Immediate Start Available | | | |
| **Job Purpose:** | To work as a member of a team and to ensure that Kitchen high standards are maintained throughout the school.  To be flexible and able to respond to specific kitchen needs in the school. Each Kitchen Assistant will be responsible for an area and will be expected to clean to the frequency and standard set and as per work schedules. To provide a thorough and reliable service to the school. | | | |
| **Main Responsibilities:** | * To complete the pot washing duties and keep the kitchen in order. * Assisting the Cook-In-Charge with preparation of food and beverages and cooking meals, if necessary. * Ensure high standards of food safety and safe working practices. * To wear designated uniform and hair net and adhere to excellent personal hygiene. * To help and support the cook to deliver the menu meals to the required standard when necessary. * To assist in the serving of food if necessary. * To support the cook in the effective operation of the kitchen. To play an active role in the cleanliness and order of the dining room, kitchen, pantry and stores. * To wash up, load and empty the dishwasher throughout the day including hand washing of any crockery and large cooking items. * To help put away deliveries in a timely manner. * To help sanitise and set tables for lunch including condiments and sauces including moving the furniture (tables/chairs) while maintaining compliance to safe methods of working. * To collect soiled plates and dishes from the dining room. * To sanitise and prepare trolly after lunch. * To dispose of waste correctly. * To keep the kitchen, dining room and food storage and preparation areas clean and tidy. * To liaise with the Cook In Charge regarding breaks to ensure there is adequate cover for the kitchen. * To undergo annual on-line training in Food Hygiene, Safeguarding, Child Protection as well as any other basic training required by the Senior Leadership Team. * Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence * Ensure all rubbish is removed on a daily basis and recycled where possible * Ensure that work is completed to a high standard * To work as part of a team and contribute positively to that staff team * To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice * Participate in training to improve personal development and skills * Adhere to school and legal regulations regarding health, safety, fire and accident reporting * Implement the provisions of the school’s Safeguarding policy which can be found on the school website * Any other reasonable request made by the Headteacher | | | |
| **Person Specification**  **Lucton Preparatory School and Nursery 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:** | | Basic skills / induction  Experience of working safely with food | Previous Kitchen experience  Health & Safety training  First Aider | * Application Form |
| **Skills:** | | Flexibility to deal with the varied requests made on a daily basis  Good interpersonal and communication skills with the ability to relate to children and adults  Ability to work as part of a small team and on own initiative |  | * Interview |
| **Personal competencies and qualities:** | | Good level of physical fitness, including the ability to lift and carry equipment from place to place  Pleasant and friendly manner  Responsible and reliable  Commitment to achieving high standards of cleanliness and hygiene  Reliability with good timekeeping  Willingness to undertake training |  | Contents of the Application Form  Interview   * Professional references |