

## Job Description

<b>Post Title:</b>	<b>Kitchen/Catering Assistant</b>
<b>Location:</b>	<b>Heanor Gate Spencer Academy</b>
<b>Salary/Pay Range:</b>	<b>NJC02, Actual salary £8,557.86</b>
<b>Hours of work:</b>	<b>Part-time, term-time, 20 hours per week, 10.00am to 2.00pm, Monday to Friday</b>
<b>Reporting to:</b>	<b>Catering Manager</b>

We are seeking to employ an enthusiastic assistant to work within a secondary school environment. This is to carry out general kitchen duties, food preparation and service for a number of meals per day, ensuring correct portion control, together with washing up duties and cleaning of equipment and furniture.

### **OVERALL PURPOSE OF THE POST**

To carry out general kitchen duties, food preparation and service for a number of meals per day, ensuring correct portion control, washing up and cleaning of equipment and furniture.

### **Main Duties and Responsibilities**

- Carry out basic preparation of food and simple cooking (i.e. frying)
- Carry out general kitchen duties, e.g. washing up, dishwasher, etc
- Clean kitchen, its surroundings and equipment
- Serve meals ensuring correct portion control is observed
- Operate the till at break and lunchtime
- Work a rota system to ensure all areas of basic kitchen work are covered in any eventualities
- Cover food preparation areas (e.g. sandwiches, etc) in case of absence
- Ensure all food preparation is carried out using Good Hygiene guidelines
- Ensure that the Health and Safety Act is observed within the kitchen
- Be prepared to give practical help in any part of the kitchen should the need arise
- Carry out other reasonable duties as requested by the Catering Manager

### **General**

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

### **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Food hygiene certificate Safeguarding in education		X X
<b>Knowledge and skills</b>		
Customer care Health and safety in the workplace Working in the catering industry Food preparation Good standard of personal hygiene Ability to work under pressure and use own initiative Ability to meet deadlines Ability to work as part of a team Good customer care skills Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times	X X X X X X X X X	X X X X X
<b>Personal qualities</b>		
Flexible working approach to duties and working hours/pattern Commitment to attendance at work Attend training courses as and when required Commitment to equality and diversity Commitment to health and safety	X X X X X	