

Job Description

Post Title:	Kitchen/Catering Assistant
Location:	Heanor Gate Spencer Academy
Salary/Pay Range:	NJC02, Actual salary £ 10,911
Hours of work:	Part-time, term-time, 25 hours 30 minutes per week, 8.45am to 2.15pm, Monday to Friday
Reporting to:	Catering Manager

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 may be 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
Qualifications and experience		
Food hygiene certificate Safeguarding in education		X X
Knowledge and skills		
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
Personal qualities		
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	