**Kitchen Assistant Job Description**

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| Role title | Kitchen Assistant |
| Purpose of role | To support the food delivery and management |
| Line Manager | Kitchen Manager |
| Grade of Post | SCALE 1A1 |

**Duties and Responsibilities**

* Assist with the preparation and delivery of any food and refreshments requests
* Ensure all service areas are clean, tidy and presentable
* Ensure all dining areas are clean and tidy
* Prepare serving areas and ensure they are presentable
* Put out clearing trolley and bin and organise the clearing area
* Support the set-up of tills and understand the use of tills if needed
* Assist in kitchen as per Kitchen Managers instruction
* Ensure and efficient service of hot & cold meals to students and staff
* Ensure all menu items are available at the service areas
* Advise Kitchen Manager if items need replenishing
* At all times talk to the students and staff kindly, but firmly if required, always showing respect
* Assist students who need help with their lunch
* Demonstrate the correct use of cutlery
* Ensure the students abide by the school rules
* Assist students in the clearing area
* Wipe dining tables in between use
* Mop up any spillages immediately
* Bring dirty plates, bowls, beakers, trays and cutlery into the dish wash area
* Keep the clearing area and the bin top clean and tidy
* Empty the food waste bins and remove the rubbish
* Clear and tidy all service areas, store or dispose of items as directed by the Kitchen Manager.
* Clear and tidy the kitchen areas.
* Tidy and re-stock all items required for refreshments
* Advise Kitchen Manager when supplies are running low so as orders can be placed
* Take responsibility for own professional development and undertake and training requirements
* Use own initiative in all duties undertaken
* At all times comply with Food Safety and Hygiene Regulations

**All support staff are expected to:**

* Support the school values and ethos
* Follow school policies, practices and procedures
* Participate in the annual appraisal system
* Support equal opportunities measures and promote anti-discriminatory practice
* Support safeguarding and child protection measures and promote the welfare of students
* Undertake any other reasonable duties commensurate with the role and grade as determined by the headteacher or line manager

The Post Holder will be expected to undertake such other tasks that are commensurate with the general level of responsibility and scope of the post, as may be decided by the Kitchen Manager, Headteacher or Governing Body in the context of the school’s changing need.

This job description may be amended at any time after consultation with the post holder.

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| Name of employee: | Signature: | Date: |
| Name of line-manager: | Signature: | Date: |

**Kitchen Assistant Job Description – Personal Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | * Food Safety Level 2
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| Experience | * Good literacy skills
* Good numeracy skills
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| Knowledge and Understanding | * Ability to relate well to students and adults
* Ability to work constructively as part of team, understanding school roles and responsibilities and your own training and development needs and cooperate with means to address these
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| Skills | * Ability to prioritise and organise own work load
* Great presentation skills
* Great teamwork
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| Personal characteristics | * Good communicator
* Ability to demonstrate initiative
* A friendly manner, with a good sense of humour
* Ability to work under pressure and be flexible
* Physically fit and strong
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| Equal Opportunities | * Understanding of the school’s equal opportunities policy and its relevance to the role of Dining Room Assistant
* The ability to work well within a diverse environment
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