



Dovecote School Job Description: Kitchen Assistant

JOB DESCRIPTION

Dovecote school is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job Title	School Kitchen Assistant
Hours	40 hours p/w
Working Weeks	41 weeks p/a
Salary	
Responsible to	Kitchen Manager
Responsible for	
Purpose of Job	To assist the Kitchen Manager in keeping the kitchen and dining area clean and tidy and helping to provide a healthy lunch for the staff and students on a daily basis.

DOVECOTE SCHOOL VISION

1. We strive to equip all pupils with the skills needed to meet their full potential through an innovative and specialised curriculum. Small scale learning communities where young people are known as individuals.
2. The learning process is active.
3. The learning community is underpinned by environmentally sustainable values and practices.
4. Pupil voice is empowered through a strong emphasis on developing individual communication strategies.
5. Families and the local community are vital partners in the life of the school, and they share in the decision-making. We work together as a team to provide a happy, safe, and stimulating environment, whilst promoting well-being for all and building confidence for the future

WE VALUE	WE AIM TO
LEARNING	Create nurturing, challenging and empowering learning opportunities for children, staff and parents/carers.
INCLUSION	Offer a broad, balanced curriculum that is relevant and accessible for all children
ACHIEVEMENT	Celebrate the achievements and successes of each individual
COMMUNICATION	Ensure everyone has a voice and their contribution is valued



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RESPONSIBILITY	Secure the accountability of all through distributive leadership, rigorous monitoring, and evaluation
REFLECTION	Improve future performance through the continuous evaluation of our practice
CREATIVITY	Think outside the box and try new ideas to continuously raise standards
COMMUNITY	Foster positive working relationships with parents/carers, multi-agency professionals and the local community
ENVIRONMENT	Protecting our future and our planet
DIVERSITY	Promote tolerance and respect for individual differences, abilities, needs and beliefs
WELL-BEING	Create a safe, caring environment in which everyone is healthy, happy and ready to learn
TRANSITION	Equip children and families with the knowledge, skills, independence and resilience to face future challenges

AIMS AND OBJECTIVES

To contribute to the success of the school by delivering a first-class service in providing meals to staff and students that are nutritionally balanced and meets all religious and dietary requirements. It is essential that the post holder is able to work as part of a team and get along with a wide range of stakeholders.

MAIN DUTIES & RESPONSIBILITIES

- To ensure that a smooth, seamless service is provided for staff and students to support learning within the school, ensuring that lunchtime is a relaxing and social even for staff and students.
- To adhere to all food regulations relating to heat level of cooking, storage and serving of food. To ensure accurate records are kept.
- Washing up and cleaning kitchen and related equipment as directed by the Kitchen Manager throughout the day with particular emphasis on end of day cleaning procedures.
- Assist in checking and storage of deliveries each week.
- Assist in the preparation, cooking and serving of the daily lunch and after school teas.
- Keeping staff room kitchen clean including washing up of crockery.
- Cleaning equipment and keeping in good working order including checking freezers and stock regularly
- Generally keeping kitchen and equipment up to Health, Hygiene and Safety levels
- To adhere to all regulations relating to storage of food at correct temperatures. To ensure accurate records are kept.
- To clean and inspect daily the hygiene of the kitchen.
- To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
- To provide day-to-day guidance and support to the Kitchen Assistant.
- Keep up to date with current relevant legal requirements and food safety regulations.



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- To understand Health and Safety at Work matters (including COSHH and Manual Handling regulations) and ensure relevant Health and Safety regulations are adhered to.
- To report all accidents and spillages to the H&S Manager/Head Teacher.
- To check all kitchen equipment and report faults to the H&S Manager
- To report any necessary repairs to the building, furniture, fittings, fixtures and the Estates Manager.

Practice

- Ensure that all students, adults and visitors are treated with dignity and respect, in an environment which reflects the importance of and their right to be treated as valuable worthwhile individuals.
- Ensure every step necessary to ensure that students are protected from neglect, abuse and exploitation.
- Maintain strict confidentiality.
- Report any safeguarding concerns to the Designated Safeguarding Lead/Head Teacher.

Continuous Professional Development

- Assume responsibility for own professional and personal development.
- Maintain a high level of competence to deliver the organisation's requirements.
- Ensure a robust and thorough working knowledge of fire regulations, H&S, children's safeguarding and all relevant regulatory and legal requirements impacting on the organisation and services.
- Attend and participate in supervision.
- Undertake relevant mandatory training.

Safeguarding

- Ensure that the Safeguarding Policy is always followed.
- Ensure that any safeguarding concerns are reported and followed-up without any undue delay.
- When required, complete fact-finding investigations for safeguarding allegations

Additional Responsibilities

The above job description forms part of your main terms and conditions of employment, although does not include or define all tasks. The Company reserves the right to vary duties and responsibilities at any time.

Equal Opportunities

Dovecote School supports Equal Opportunities in employment and opposes all forms of unlawful discrimination on all grounds. You are expected to comply at all times to the Companies EO Policy and Guide to Equality document



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	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Be responsive and reflective • Be accountable, honest and reliable • Provide individuals with confidence, inspiration, direction and guidance • Understanding and empathy with the work of the school • Self-motivate with a positive attitude • Develop innovative solutions 	
Job Skills	<ul style="list-style-type: none"> • Possess a good ability to communicate effectively using records, reports, emails, and verbal communication with individuals and groups. • Ability to prioritise • Ability to use IT: Microsoft Word and Outlook, • Attention to detail • Ability to work collaboratively and co-operatively with all professional colleagues and students • Hold a full UK driving license. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge and understanding of the principles of teamwork • Non-discriminatory practice • Working as part of a team • Good understanding of Safeguarding legislation, policy and procedures. • Comprehensive knowledge of Health and Safety Legislation 	<ul style="list-style-type: none"> • Working with children and young people who have experienced trauma.
Experience	<ul style="list-style-type: none"> • Previous experience of planning menus on a similar scale. • Experience of meeting the needs of a wide range of dietary requirements whilst still producing nutritionally balanced meals. • A clear understanding of the legal regulations involved in storing, cooking a serving food. • A clear understanding of the legal regulations relating to recording good hygiene procedures within the kitchen. • A willingness to provide food off-site for students and teachers. • Working individually and within a team • Building and maintaining effective working relationships • Ability to coordinate a safe and efficient operating environment. • Previous experience of working with children and young people 	<ul style="list-style-type: none"> • Previous experience of working in an education environment. • Undertaking risk assessments



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Qualifications	<ul style="list-style-type: none">• Previous experience of working in a school kitchen and catering service.• A catering qualification.• A good knowledge of current food standards.	<ul style="list-style-type: none">• Emergency First Aid in the Workplace• Current Food Hygiene certificate•
Training	<ul style="list-style-type: none">• Commitment to personal and professional development.• Ability to engage with learning opportunities including effective use of supervision, training, e-learning and feedback	
Working Conditions	<ul style="list-style-type: none">• The ability to be physically able to perform your duties as recognised in Team Teach• A satisfactory DBS will be required for all employees	

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date:

Next review date:

Headteacher/line manager's signature:



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Date:

Postholder's signature:

Date: