



### JOB DESCRIPTION

<b>POST TITLE:</b>	General Kitchen Assistant
<b>RESPONSIBLE TO:</b>	Catering Manager/Deputy Catering Manager
<b>PAY GRADE</b>	NJC Grade 1, Spinal Column Point 1 (£20,257 per annum or £10.60 per hour)
<b>JOB PURPOSE:</b>	Service of meals and beverages to Pupils and Staff. The post holder will have responsibility for food preparation and the cleaning of kitchen and food service areas associated areas and be responsible for carrying out a full range of catering duties

This Job Description is not exhaustive and other duties and responsibilities of a similar level and nature may be required from time to time.

#### MAIN DUTIES AND RESPONSIBILITIES/KEY RESULTS AREAS:

1. Present food in a way that is attractive and encourages healthier choices
2. Prepare food in accordance with agreed recipes and methods
3. Prepare ingredients for meals under direction
4. Decant and/or serve food for transportation to other server areas in school
5. Ensure that clean and dirty processes are kept separate
6. Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process
7. Actively support new methods of work and adapt to new procedures
8. Comply with current Food Safety Legislation as directed
9. Complete tasks on daily work rota within time allocated, prioritising to ensure important or urgent tasks are completed on time
10. Operate everyday equipment in accordance with instructions, ensuring safe use of equipment and materials
11. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards, organising workspaces efficiently and in a clean and tidy manner
12. Ensure the cleanliness of the kitchen, its equipment and its surroundings
13. Assist in the general cleaning of the kitchen and server areas both on a ad-hoc basis and as scheduled
14. Comply with recipe costing and ensure menu adherence
15. Ensure effective portion control and minimise wastage
16. Work effectively without supervision when required
17. Ensure the maintenance of a clean and orderly working environment
18. Prepare routine equipment in a timely and accurate manner as set out by instruction

19. Refill and replace consumables when required
20. Report faulty equipment and other maintenance requirements to the appropriate person
21. Ensure lights and other such equipment are switched off as appropriate
22. Comply with School security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches
23. Actively promote the school meals service to pupils to increase awareness of healthy eating and the uptake of healthy school meals

#### **Health & Safety:**

The health & Safety at Work Act 1974 and amendments state it is responsibility of all employees to comply with Health and Safety Law. The post holder will be required to attend all statutory Health & Safety training as directed.

#### **Location:**

The post holder may be required to work at other locations from time to time. Reasonable notice of any such changes will be provided.

#### **Confidentiality:**

Staff and Pupil information is confidential. It is a condition of employment that any employees will not use or disclose any confidential information obtained during the course of their duties to any person or body other than as directed by their Line Manager.

This Job Description may be subject to change according to service needs, changes will be made in consultation with post holder.

**This post requires an enhanced CRB check.**



Head teacher: S. Jackson, M.A. (Oxon), M.Ed., FRSA  
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## PERSON SPECIFICATION

**POST TITLE:** General Kitchen Assistant

Attribute/Criteria	Essential	Desirable
Education/Qualifications/Training	<i>This may include</i> <ul style="list-style-type: none"> <li>Food Hygiene including certificate OR equivalent experience or equivalent qualification</li> </ul>	<i>This may include</i> <ul style="list-style-type: none"> <li>C&amp;G Level 1 Preliminary Cookery or Catering &amp; Hospitality OR equivalent</li> <li>COSHH</li> <li>HACCP</li> </ul>
Knowledge & Experience	<i>This may include</i> <ul style="list-style-type: none"> <li>Experience of relating well to people at all levels</li> <li>Awareness of health &amp; hygiene procedures</li> <li>Knowledge of moving and handling procedures</li> <li>Experience of working as part of a team</li> </ul>	<i>This may include</i> <ul style="list-style-type: none"> <li>Some previous experience with catering (although full training will be provided)</li> </ul>
Skills & Abilities	<i>This may include</i> <ul style="list-style-type: none"> <li>A passion for quality service</li> <li>Good interpersonal skills</li> <li>Physical/Dexterity – some manual handling required</li> <li>Judgement/Analytical – must be able to work independently referring problems to Supervisor as required</li> <li>Planning &amp; Organising – ability to work to own initiative, organising own work and time</li> </ul>	<u>This may include</u> <ul style="list-style-type: none"> <li>Full working knowledge of policies and procedure relating to child protection, health &amp; safety, confidentiality and security</li> </ul>
Personal Qualities	<i>This may include</i> <ul style="list-style-type: none"> <li>Willingness to prove a high level of customer service ensuring that catering is conducted in a professional manner to a high standard</li> </ul>	<i>This may include</i>

# The Selection Process

## Criteria

Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these criteria.

## Assessment of suitability to work with children

During the selection process your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

## Anomalies

Upon shortlisting any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

## Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

## Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

## Sources of assessment

- Application form
- Performance at interview
- Verification of qualification.
- Original documents are required to be presented at interview when they are identified as essential criteria.



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# Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

## Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

## Behaviour

We expect behaviour to always be impeccable.  
Intimidating or insulting language will not be tolerated.

## Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.



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