

KITCHEN ASSISTANT – Grade: A - Permanent Part Time – 16 hours a week

Working Hours – Monday to Thursday 10:30 to 13:45 and Friday 10:30 to 13:30 Term Time Only

<p>Reporting to:</p>	<p style="text-align: center;">Head Teacher</p> <p>To work under the direct instruction of the Head Teacher in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the schools strategic improvement plan and in consultation with the post holder.</p> <p>To whom responsible to - Line Manager: School Business Manager</p>
<p>Responsibilities:</p>	<ul style="list-style-type: none"> • To work as part of a team, to ensure the smooth running of lunch- time service and to support a positive school ethos. • To assist in the preparation of food and the service of food and drinks to children and staff within the school. • To follow the school's policy for supporting children with allergy requirements • Carry out general kitchen duties and cooking tasks as directed by the Kitchen Manager • To maintain the cleanliness and hygiene of the kitchen, dining room and food service areas • Prepare fruit, vegetables and salads. • Use and care of equipment, including daily and weekly cleaning. • Preparation and cleaning of the Dining Room wherever necessary. • General washing up duties either by hand or machine. • Comply with Food Hygiene, Health and Safety and QA procedures. • Undertake any other duties as may be delegated. • To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.
<p>Health and Safety</p>	<ul style="list-style-type: none"> • To follow the school's health and safety policies • Ensure all aspects of relevant legislation are complied with in relation to Health Safety at Work Act and Food Safety Act
<p>Training</p>	<ul style="list-style-type: none"> • To take part in relevant training including regular safeguarding training, food hygiene and half termly Catering Team meetings. • Take part in yearly appraisal

I agree to the above:

Signed: _____ Date: _____