

HORIZONS SPECIALIST ACADEMY TRUST

POST TITLE:	General Kitchen Assistant (The Woodlands Academy)
GRADE:	NYC (SCP 3)
REPORTS TO:	Kitchen Manager
RESPONSIBLE FOR:	The undertaking of general catering duties, washing up and cleaning, including the preparation, cooking and serving of food

MAIN PURPOSE

To work under the instruction of the Kitchen Manager to deliver an efficient catering service operating to the highest standards of food safety. This will include the preparation, cooking and serving of food to pupils and staff in the academy and washing up and cleaning ensuring the maintenance of health & safety standards within the kitchen.

JOB PROFILE

- Food preparation, cooking and washing up duties as directed by the Kitchen Manager
- Cleaning of light and heavy kitchen equipment, dining areas and furniture following instructions to comply with all COSHH and safety guidelines
- Follow personal cleanliness and hygiene guidelines and rules
- Serving of meals, adhering strictly to hygiene regulations
- Communicate with children and young people at service times, to ascertain their needs and support them in developing good dietary habits
- To replenish, count and record stock as required
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the academy
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- Any other duties deemed appropriate by the Chief Executive and commensurate within the grade of the post.

PERSON SPECIFICATION		
GENERAL KITCHEN ASSISTANT		
CATEGORY	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Willingness to undertake necessary training e.g. food hygiene	Level 1 Food Hygiene Certificate
EXPERIENCE	Experience of undertaking basic kitchen tasks	Experience of working in a catering establishment carrying out basic catering
KNOWLEDGE	<p>Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating</p> <p>Knowledge and understanding the importance of good personal hygiene and cleanliness in relation to food preparation and storage</p>	
SKILLS	<p>The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties</p> <p>Be reliable, dependable and have a smart and tidy appearance</p> <p>Be able to work as part of a team</p> <p>Good interpersonal communication skills</p>	
OTHER REQUIREMENTS	<p>Enthusiastic and positive approach</p> <p>Enhanced DBS</p>	

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required