


Job Description		
Title CATERING ASSISTANT/ KITCHEN ASSISTANT	Newark Orchard School London Road Balderton, NG24 3AL	Catering NJE Grade 1
Job Purpose To assist in the preparation and serving of school meals and maintaining the cleanliness of the kitchen and dining areas.		
Key Responsibilities 1. Assist the cook supervisor with the preparation and cooking of school meals 2. Kitchen cleaning and cleaning of equipment 3. Assist in the preparation and cleaning of the dining area, including movement of furniture as appropriate 4. Operate a till for the sale of food if required 5. Service of meal and washing up after meal 6. Maintenance of health & safety in the kitchen 7. Assist the other members of the school community with the promotion and implementation of healthy eating 8. Assist with any extra catering required by the school other than the school meal 9. Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions 10. To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact with during the course of your duties and responsibilities. Your conduct must at all times be in accordance with the school's policies and procedures 11. To report any causes for concern relating to the welfare and safety of children to the designated person, and the head teacher, or if unavailable the designated safeguarding governor or a member of the senior leadership team 12. To attend safeguarding training as required by the school and maintain your knowledge and understanding of your responsibility for safeguarding children in this school		



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Person Specification	
<p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Good literacy and numeracy skills 2. Food hygiene certificate is desirable 3. First aid certificate is desirable 4. Understanding healthy eating options and specialist dietary needs 5. Knowledge of procedures necessary to carry out a limited number of related tasks and the operation of associated basic tools and equipment e.g., assist in the preparation and cooking of food, cleaning of kitchen & dining area, laying of furniture, serving meals, wiping spillages 	<p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 2. Good communication 3. Be a proactive team member 4. Responsive to the needs of children 5. Ability to work under pressure 6. Ability to follow instructions and work unsupervised 7. Good time management 8. Committed to providing a quality service 9. Sense of humour 10. Commitment to professional development 11. Commitment to equal opportunities 12. Common sense 13. Reliable 14. Resilient 15. Understanding confidentiality and GDPR
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Assisting in the preparing and cooking of food 2. Working in a catering and/or school setting 3. Operating basic kitchen equipment and tools 4. Cleaning kitchen and dining areas 5. Serving meals 	