

Role Description

General Kitchen Assistant



Pay Range	Band ALW
Responsible for:	
Responsible to:	Catering Manager/Chief Operations Officer

Main Purpose of Post

- To assist with the preparation of food, serving meals and cleaning dining areas.

Key Areas of Responsibility

Operational/ Day to Day Responsibilities

- Preparation and cooking of food in accordance with approved menus, including vegetables, sweets and snacks, as directed by the Cook in Charge.
- Portioning and serving a midday meal to pupils and staff.
- Assisting the Cook in Charge with checking and recording all food and equipment temperatures.
- Assisting the Cook in Charge with the receipt of goods delivered to the kitchen and the keeping of appropriate records.
- Cleaning food storage, production and service areas, including all equipment/utensils in accordance with food hygiene standards.
- Setting up and cleaning the dining area including movement and lifting of furniture.
- Operation of cash/cashless tills as and when required.
- To be familiar with and comply with all relevant regulations such as those relating to
 - Health and Safety
 - Management of Risk
 - Operational, Personal
 - Data Protection
 - Financial
 - Any other Policy or Procedure provided by Maltby Learning Trust.
- Adopting safe working practices in accordance with the Trust's safety policy.

Standards and Expectations

- Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
- Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
- Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents, governors and members of the local community.
- Regularly review own practice, set personal targets and take responsibility for own personal development.

Securing Policies and Compliance

- To apply academy and Trust wide policy and procedures.
- To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
- To ensure compliance through quality assurance and evaluation.
- To report and advise on any matter that may place the brand and reputation at risk.

Other considerations

- A Disclosure and Barring Service (DBS) check at Enhanced Level is required
- Additional hours may be required to accommodate Emergency Feeding.
- Movement and lifting furniture/moderately heavy items integral to the role.
- To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.