

Bath & Wells Multi Academy Trust	
Job Title:	Kitchen Assistant
Location:	Norton Sub Hamdon
Salary Range:	SCP 3 £12.85 per hour
Reports To:	School Business Manager
Full/Part time:	Part time 6.25 hours a week 11.45am - 1.00pm

The Aim of The Bath & Wells Multi Academy Trust:

To ensure that every school within the Trust provides an outstanding education for every child, rooted in its distinctively Christian ethos.

Bath & Wells Multi Academy Trust Mission Statement: John 10:10 'That they may have life, life in all its fullness'

The Bath & Wells Multi Academy Trust's mission is to provide an education which is life-enhancing for every child. We promise an experience which is lovingly inclusive to all pupils.

Job Purpose

To help run the kitchen, to serve delivered hot meals. This will be conducted in accordance with food handling and preparation regulations, ensuring safe and proper use of the kitchen/catering equipment and materials provided

Main Responsibilities and Duties

- You may be asked to support with the set up the dining hall with tables and benches
- To check any changes/cancellations with the Office.
- Help with food preparation for that day's orders.
- To serve school meals within set deadlines.
- To maintain all areas of the kitchen and pieces of equipment, to necessary standards of kitchen hygiene.
- Washing up.
- You may be asked to support with the supervision pupils in the hall after service is complete.
- To report any equipment failure to the Kitchen Manager / Supervisor.

Supervision and Management

The post holder will be expected to work with limited supervision to an established work pattern.

There will be support available where appropriate from the Headteacher and/or other designated member(s) of staff.

Key Contacts and Relationships

Deal with routine enquiries from staff, students, visitors etc but to refer more complex queries affecting the service / arrangements to the Business Manager.

Decision Making

To decide on the school meals to be provided when a pupil doesn't have a lunch box under the guidance of the School Business Manager / Kitchen Manager.

Resources

Handles and operates a range of kitchen and food preparation equipment (e.g. Ovens, hobs, food processors, cutting equipment, pans and catering machinery). Training and personal protective equipment will be provided.

If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained to an appropriate standard.

Working Environment

Kitchen environment. Exposure to hot equipment, materials on a daily and continuous basis.

Requirement to transport/carry foods trays and kitchen equipment (not exceeding 25kg).

PERSON SPECIFICATION

Job Title:	Kitchen Assistant
Location:	Norton Sub Hamdon Church School

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Experience	<ul style="list-style-type: none"> • Minimum Basic Food and Hygiene qualification. • Trained in First Aid or willingness to undertake training. • A willingness to attend courses as required 	<ul style="list-style-type: none"> • Experience in School meals provision. • Experience in working with and preparing food. • Trained in food handling
Knowledge	<ul style="list-style-type: none"> • Knowledge of good food and hygiene practices. 	
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work to strict deadlines • Ability to plan day to day activities, within established routines, within the budget and guidelines on nutritional content. • A team worker • Good communication skills 	
Work-related Personal Requirements	<ul style="list-style-type: none"> • Willingness • Patience • Committed to ensuring excellent health, safety and welfare of children 	

I agreed that I have read the job description which is fair and accurate statement of the requirement of the position:

Job Holder: Date:

Line Manager: Date: