Victorious Academies Trust
Success in education

Job Description Kitchen Assistant

JOB PROFILE NAME:	**Kitchen Assistant**
LINE MANAGED BY:	**Kitchen Manager**
PROFESSIONALLY REPORTS TO:	**School Headteacher and Trust Catering Manager**

Purpose and key objectives of the Role

To provide a high-quality catering service which meets the needs of the pupils and the school and ensures that catering standards are achieved and maintained which support the raising of standards of achievement and attainment of learners. Including:

- To provide support to their Kitchen Manager and Trust Catering Manager in the provision of an efficient and effective catering service to the Academy.
- To provide support in the preparation, cooking and serving of food and beverages.
- Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.
- Cleaning of catering areas and kitchen equipment to the required standards.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Operational Accountabilities:

The Kitchen Assistant will provide an efficient and effective organisational support to an academy within our Trust as follows:

Main Responsibilities

- To undertake catering duties as directed by the Catering Manager including:
  - preparation and cooking of food
  - storing of goods received
  - serving of food ensuring correct portion sizes are served and that counter presentation is maintained
  - cleaning of catering equipment and areas in adherence to the cleaning rota
  - hand washing and operating the dishwasher in adherence to the rota
  - maintenance of equipment, ensuring any breakages or faulty equipment is
  - reported to the Catering Manager
  - setting out and clearing away catering furniture and equipment
- To have a customer focused approach.
- To assist with the smooth operation of mealtimes by monitoring pupil behaviour and requesting intervention by senior staff where necessary.
- To maintain high standards in terms of cleanliness and personal appearance.
- To assist with other operational activities as required to ensure that the day to day operations run smoothly.

Victorious Academies Trust
Success in education

- To have a continuous improvement approach to all tasks, making suggestions for improvements/refinements to the current working processes as appropriate.
- Inform the Kitchen manager / supervisor of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations.
- Report to the Kitchen Manager / supervisor immediately any accidents, loss, damage, unfit food or drink or any other irregularities and take any action as directed.
- Attend training sessions and meetings as required.
- Work as part of a team contributing to the aims and values of the service.

Other Responsibilities:

- Take part in the Trust's performance management system.
- Attend and promote Healthy Eating at whole school parent events/evenings and other events and activities as required.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Carry out additional tasks / duties as reasonable expected under the direction of the Kitchen Manager / Supervisor / Headteacher as appropriate and each schools Headteacher/Principal. The duties may change over time as requirements and circumstances change.

Additional Role Information
This role may include working across academies within our Trust.

Person Specification

Attributes	Essential	Desirable
Educational Attainment	• Good standard of education including written and language skills • Basic general education	
Work Experience	• Previous experience of working as part of team • The ability to work in a fast-paced environment.	• Experience of working in a school • Experience of working in a kitchen or catering environment • Experience using industrial kitchen equipment. • Experience with children and young people
Knowledge/ Skills/ Aptitudes	• Willingness to gain knowledge of kitchen processes specific to the Trust and school. • Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature control. • Be able to work within Health and Safety standards and Food Hygiene regulations. • Ability to count dinner trays, cutlery and food portions.	• Knowledge of health and, safety and food safety • Certificate in Food Hygiene

Victorious Academies Trust
Success in education

	• Able to use and clean simple machinery and light equipment. • Demonstrates a willingness and enthusiasm for training and progression. • Ability to encourage children to select a balanced meal. • Ability to communicate with all kitchen, staff and pupils.	
Disposition	• Punctual, with a good attendance record. • Displays a commitment to Victorious Academies Trust's equalities policies. • Displays and maintain a high standard of personal hygiene. • Work effectively in a busy and hectic environment. • Flexible approach. • Able to work both independently and as part of a wider school team. • Able to maintain successful working relationships with other colleagues.	
Circumstances	• This role requires the job holder to be physically fit and able to carry out aspects of the job such as lifting/carrying/standing for lengthy periods. • An enhanced DBS certificate and barred list check. • Evidence for their previous work experience. • References.	