



## Northern Education Trust – Job Description

<b>Job Title:</b>	Kitchen Assistant	<b>JE Reference</b>	JE210
<b>Base:</b>	The Ferns Primary Academy		
<b>Reports to:</b>	Chef Manager	<b>Grade:</b>	Grade 2 SCP 4 - SCP 5
<b>Service responsibility:</b>		<b>Salary:</b>	Grade 2, SCP 4-5, FTE salary £25,185.00 - £25,583.00, pro rata salary £9,772.00 - £9,927.00
<b>Additional:</b>		<b>Term:</b>	16.25 hours, 39 weeks

### JOB PURPOSE

- To assist with food preparation, handling and storage. To maintain the kitchen, associated areas and equipment to the highest levels of cleanliness

### JOB SUMMARY

- Comply with all client and company health & safety procedures and standards
- Undertake basic food preparation
- Maintain the cleanliness of all kitchens and surrounding working areas
- Ensure the correct use of all machinery and equipment
- Assist as an when required with the loading or unloading of deliveries & supply vehicles
- Complete training as required
- Perform other general tasks to support effective food service delivery as reasonably requested

### GDPR/Information Security

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

### Safeguarding

1. To follow all safeguarding and child protection policies and procedures.
2. This role wholly or mainly involves working with children

### General

3. To participate in wider Trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be

expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....