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| W:\Staff Shared Area\School Logo small.JPG**“Learning for Life”****CASTLE HILL HIGH SCHOOL****Job Description and Person Spec** |
| Job Title: Kitchen/Lunchtime Assistant **Directorate :** Children & Young People | Salary Grade: Scale 3 points 5-6Hours: 25hours p/w Term Time Only |
| **Post Reports to:** Head teacher |
| **Main Purpose of the Job:**To contribute towards an efficient and effective school catering service. |
| **Main responsibilities and duties:*** To assist the Cook in the efficient and effective operation of a quality school catering service to achieve set standards.
* To maintain a high standard of hygiene, cleanliness and health and safety in the kitchen and associated areas.
* Daily preparation of the dining room and counter.
* Preparation of food.
* To serve meals.
* Collect used crockery and cutlery at the end of the lunch period.
* Cleaning duties in the kitchen, servery and dining areas, including the washing of kitchen utensils, crockery, cutlery etc.
* General kitchen and dining room duties.
* To undertake such other duties related to the work of the department, appropriate to the post, as may be assigned.
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| **Person Specification:** Qualifications and Knowledge and Experience * Possess or be able to undertake and obtain Basic Food Hygiene Certificate within 6 months of appointment to the post.
* Experience of working in a food or catering environment.
* Have an understanding of food hygiene and cleanliness standards.
* Have an awareness of safeguarding and confidentiality when working in a school environment.
* Have an awareness of different dietary needs and food allergies.
* Understand the needs of pupils, including SEN pupils.

 Skills, abilities and attributes* Good communication and interpersonal skills.
* Be able to work as part of a team.
* Self-motivated and reliable.
* Ability to follow instructions and procedures.
* Ability to work under pressure and manage time effectively during busy periods.
* To contribute to the overall ethos and aims of the school
* Co-operate with the employer on all issues to do with Health, Safety & Well-being

**Other** * To appreciate and support the roles of other professionals
* To participate in training opportunities and professional development as required
* To undertake similar domestic duties commensurate with the level of the post as required by the School Business Manager, Head teacher and SLT.

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| Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge.To work positively and inclusively with colleagues and customers so that the Council provides a workplace and delivers services that do not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.To fulfill personal requirements, where appropriate, with regard to Council policies and procedures, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council’s priorities.To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities. Where this occurs there will be consultation with the employee and any necessary personal development will be taken into account. Stockport Council is committed to safeguarding and promoting the welfare of children and young people and expects all staff within this area to share this commitment and to have understanding of the common core skills and knowledge. |