

KITCHEN HAND G1 JOB DESCRIPTION

Core Purpose

To support the Chef Manager and Assistant Chef to provide an efficient catering service.

Main Responsibilities and Tasks

- To assist with the unloading, receipt, moving and correct storage of deliveries from suppliers
- To assist with food preparation and maintain high standards of food hygiene in the kitchen
- To wash up
- To maintain a high level of cleanliness and tidiness within the kitchen as well as other areas; to clean the kitchen, food prep and serving areas and equipment
- To inform Chef Manager in advance of any shortages in supplies to ensure an efficient service
- To fetch and carry items as instructed by the chefs and management
- To ensure that all pupils, staff and visitors to the school have a good school food experience
- To maintain good standards of personal hygiene at work and wear the correct / required standard of dress, including gloves
- Deep cleaning of kitchen, equipment, serving and related areas including during school breaks as agreed with the Chef Manager

Hygiene, Health and Safety and Environmental

- To comply with statutory, legal and school requirements for fire, hygiene, health and safety.
- To report all concerns re maintenance issues and hazards to the Chef Manager.
- To make every effort to improve upon waste management, energy efficiency and water conservation

Additional Duties

- To carry out all duties with regard to school policies and values. To be aware of, read, understand and comply with federation policies and procedures, especially those relating to child protection, health, safety and security, confidentiality, data protection, and behaviour management, reporting all concerns to an appropriate person.
- To give full co-operation to colleagues requiring assistance
- To communicate constructively with colleagues and to treat all colleagues in a polite and courteous manner at all times.
- Contribute to the overall ethos, work and aims of the school
- Encourage the acceptance and inclusion of all children
- To be responsible for promoting and safeguarding the welfare of children you come into contact with
- To attend any training sessions/briefing sessions as required.

Please note that the above is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

This job description may be amended at any time in consultation with the post holder.

Last review date: June 2019

Executive Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION
KITCHEN HAND**

Essential	Desirable
Good communication skills	Experience of working in a commercial kitchen / function environment
Able to carry out tasks without supervision following verbal instruction (A/I)	Experience of working to tight time schedules (A/I)
Physically fit and able to cope with heavy lifting and carrying on a daily basis	Have or be willing to gain a Level 2 Food Hygiene Certificate
Confidence, warmth, sensitivity, reliability, maturity and enthusiasm (I)	Basic knowledge of food hygiene, handling and storage requirements
Commitment to equality of opportunity for all (A/I)	Experience of working in a school / with children

Key method of assessment

A – Application Form I - Interview

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