

KITCHEN HAND G1 JOB DESCRIPTION

JOB PURPOSE

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

MAIN DUTIES AND RESPONSIBILITIES

- 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 maintain a high level of cleanliness including regular washing-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 as required.
- To inform the Chef Manager in advance of any shortages in supplies to ensure continuity and maintain 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 an excellent dining experience.
- To maintain good standards of personal hygiene at work and wear the correct / required standard of dress, including gloves.
- To be involved in the deep cleaning of the 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 health and safety including fire evacuation procedures and hygiene standards.
- To report all concerns regarding 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 safeguarding and child protection, health, safety and security, confidentiality, data protection, and behaviour management, reporting all concerns to an appropriate person.
- To work as part of a team supporting colleagues as and when required.
- To communicate constructively with colleagues and to treat all colleagues in a polite and courteous manner at all times.
- To support and contribute to the overall ethos, work and aims of the School.
- To 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.

Heathland Whitefriars Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You will be subject to a Disclosure Barring Service check.

Please note that this 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 reviewed:

Headteacher / line manager's signature: _____

Date: _____

Post holder's signature: _____

Date: _____

Person Specification – Kitchen Hand G1

Responsible to: Chef / Manager

The successful applicant will demonstrate the following experience, skills and characteristics:				
	Essential / Desirable	Application Form / Supporting Statement	Interview	References
Experience:				
• Experience of working in a commercial kitchen / function environment	D	✓		✓
• Experience of working to tight time schedules	D	✓		
• Experience of working in a school / with children	D	✓		✓
Qualifications / Training:				
• Level 2 Food Hygiene Certificate	D	✓		
• Basic knowledge of food hygiene, handling and storage requirements	E	✓	✓	
• Good communication skills	E	✓	✓	
• Able to carry out tasks without supervision following verbal instruction	E	✓	✓	
• Physically fit and able to cope with heavy lifting and carrying on a daily basis	E	✓	✓	
Personal Characteristics:				
• Punctual, reliable, and well organised	E	✓	✓	
• Confidence, warmth, sensitivity, reliability, maturity and enthusiasm	E	✓	✓	
• Ability to work productively as part of a team of professionals	E	✓	✓	✓
• Awareness of and a commitment to equal opportunities	E	✓	✓	
• Commitment to safeguarding & promoting the welfare of children, young people and adults	E	✓	✓	

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

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