



Caring Achieving Respectful Exciting

POST: Kitchen Assistant

PURPOSE OF POST:

- To support the school in providing nutritious, healthy meals for all children and staff complying food standards and regulations.
- To work as part of a team preparing, cooking, serving food and drinks and cleaning as directed.

AREAS OF RESPONSIBILITY AND KEY TASKS – TO:

1. Promote and actively support the values of the school.
2. Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
3. Provide a secure, caring and enriching environment for all the children.
4. Model and exercise high quality care and education for all children.
5. Promote children's self-esteem and inclusion through supporting the independence and inclusion of all children as required.
6. Act in accordance with the school's policies and procedures and relevant legislation particularly in relation to child protection and behaviour management.
7. Assist in the preparation, cooking and serving of food and drink.
8. Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
9. Encourage children to use good manners and select and eat healthy balanced meals
10. Assist in the setting out and storing of dining furniture.
11. Operate kitchen equipment, following training.
12. Undertake cleaning and washing up duties as directed by the kitchen supervisor.
13. Refill and replace sauces, condiments and other consumables before, during and after service.
14. Support children's social and emotional well-being, reporting problems to senior staff as appropriate.
15. Undertake similar work at other times, such as before and after school.
16. Participate in and contribute to staff meetings and INSET as required.
17. Participate in the development and delivery of national and local initiatives.
18. Continue own professional development in line with school improvement priorities and personal professional needs.
19. Take on any additional responsibilities which might from time to time be determined.

This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

Signed Kitchen Assistant:

Date:

Signed Head of School:

Date: