

THE GARWOOD FOUNDATION

Job Description

POST:	Kitchen Assistant
LOCATION:	Rutherford School, 1a Melville Avenue, South Croydon CR2 7HZ
HOURS:	Monday to Friday 08.30 to 14.30
SALARY:	
HOLIDAYS:	Term Time only, plus 2 weeks Summer Club
HEALTH:	Successful applicants will be required to have a pre-employment medical check
RESPONSIBLE TO:	Head of School
REPORTING TO:	School Chef

ROLE OF RUTHERFORD SCHOOL:

Rutherford School delivers a Developmental Curriculum to pupils aged 2-19 years, who have profound and multiple learning difficulties, severe sensory impairment and complex medical needs to enable each pupil to reach their maximum potential.

PURPOSE OF THE JOB:

To support the school chef with general duties in the kitchen, the servery and the dining area.

DUTIES:

1. Carry out simple preparation of foods, including, vegetables, salads, sandwiches, sauces, premixes and frozen products. Assist the Chef in cooking foods by frying, boiling, steaming etc, using all large and small kitchen equipment provided.
2. Wash crockery, cutlery, cooking, serving utensils and kitchen equipment.
3. Load/unload dishwasher, ensuring it is safely maintained by reporting any faults to line manager
4. Clean floors walls and surfaces in the kitchen, servery and dining area using materials and methods.
5. Set up front of house displays within the servery as per Standard Operating Procedures, to ensure an attractive display of food is achieved.

6. To undertake such other related duties as are required to ensure the dining area, servery and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.
7. Perform cleaning tasks as directed by Chef in kitchen store areas, assist in stock taking and storage of stock.
8. Must work harmoniously as part of a team and be helpful and polite when dealing with Staff.
9. Provide assistance with special function catering and any other catering services undertaken by the kitchen.
10. To adhere to existing working practices, methods, procedures, undertake relevant training and developmental activities and to respond positively to new and alternative systems.
11. To assist in ensuring a high level of health and safety, cleanliness and food hygiene and to ensure that safe working practices are followed. To report any problems to the Chef in charge.
12. To work in accordance to Health and Safety and Food Hygiene Regulations standards.
13. To inform the kitchen manager of any defects in equipment or of premises not meeting with Health & Safety and/or Food Hygiene Regulations standards.
14. To be familiar with school health & safety policies, procedures and risk assessments and to be involved in their practise.
15. To report any accident/incident concerning pupils, staff, or self to their line manager.
16. To attend any in service training as directed by Head of School. To undertake any other duties as directed by Head of School.
17. To adhere to a professional code of conduct relevant to the post.

School Kitchen Assistant - Person Specification

Qualifications:

It would be a distinct advantage to have a basic Food Hygiene Certificate qualification (NVQ 1 or 2) or similar.

The prospective applicant must be willing to undertake basic hygiene training

Experience:

Previous experience of working within the kitchen environment would be essential.

Skills and Abilities:

- Good communication
- To be able to work with people as part of a team and on own initiative
- To be able to follow instructions
- The ability to use food preparation equipment and ensure the economic use of materials, equipment and energy
- Ability to manage own time and prioritise tasks
- Excellent customer awareness
- Friendly flexible approach
- Commitment to undertaking appropriate training and continued professional development
- Commitment to equal opportunities

The post holder must be caring, flexible, organised, self-disciplined, calm, patient, reliable and have an awareness of, and or empathy towards, disability. Have a general awareness of dietary needs of the pupils.

The above job description is designed to give an overview of the tasks and responsibilities for this position it is not intended to be exhaustive. The Head Teacher or designated Line Manager will meet annually with the post holder to review and ensure that this position remains relevant and in accordance with the evolving needs of the School. The selected individual will be expected to embrace such changes and rise to the challenge of developing their skills over time.

Agreed by:

Post holder:

Name:

Signature:

Date:

Manager:

Name:

Signature:

Date: