



Job Description

NAME OF POSTHOLDER:	
	Kitchen Assistant
JOB PURPOSE:	
	Support the provision of an outstanding whole school approach to food at Dowdales
RESPONSIBLE TO:	
	Headteacher through the Catering Manager
Objectives and principal responsibility areas:	
<ul style="list-style-type: none">To adopt a whole school approach to food, provide students, staff and other visitors to the school with a facility which is: conducive to a social and relaxed food experience; provides all users with the opportunity to enjoy an affordable, balanced meal which is interesting and meets, at a minimum, the legal requirements for food served in schools; reflects and re-enforces the teaching and learning which takes place within the school.	
Key Tasks:	
Organisational: <ul style="list-style-type: none">Comply with current Food Safety legislation.Ensure safe use of equipment and materials.Operate everyday equipment in accordance with instructions.Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards.Ensure the cleanliness of the kitchen, the equipment and its surrounds.Comply with recipe costings and ensure menu adherence.Ensure effective portion control and minimum wastage.	
Operational: <ul style="list-style-type: none">Present food in a way that is attractive and encourages healthier choices.Prepare food in accordance with agreed recipes and methods.Prepare ingredients for meals under direction.Decant and/or serve food for transportation to other schools and in own school servery.Ensure that clean and dirty processes are kept separate.Ensure that cooked and raw foods are kept separate during preparation, cooking and serving process.	
Resources: <ul style="list-style-type: none">Ensure the maintenance of a clean and orderly working environment.Prepare routine equipment in a timely and accurate manner as set out in the instructions.Refill and replace consumables.Report faulty equipment and other maintenance requirements to the appropriate person.Ensure that lights and other equipment are switched off as appropriate.Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches.Actively promote the school meals service to students to increase awareness of healthy eating and the uptake of healthy school meals.	

Responsibilities:

- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Have an awareness of and comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality and security, reporting all concerns to DSL

Developing the School Ethos:

The Governors of Dowdales would expect the post holder to:

- Be involved in enrichment activities in line with the ethos of the school
- Play a full part in the life of the school community
- Support its distinctive mission and ethos and to encourage and ensure staff and students follow this example

Contribute significantly, where appropriate, to implement the policies and practices of the school and to promote collective responsibility for their implementation

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out.

The job description is current at the date below but will be reviewed on an annual basis. It may change to meet the changing demands of the school at the reasonable discretion of the Headteacher and in discussion with the post holder.