

Job Description

Temporary Kitchen Assistant

Pocklington Junior School

Post Title:	Temporary Kitchen Assistant
Base:	Pocklington Junior School
Salary:	SCP2 £24,413 pro rata for term time / part time only working
Line Management:	People and Estates Lead
Contract:	15 hours per week, 10.30am to 1.30pm Monday to Friday, Term time only, Temporary

Core Purpose:
- Safe preparation and food service - Assist the school cook with the delivery of an exceptional food service in line with the requirements of food hygiene, health and safety and food safety management

Duties & Responsibilities:
- Cleaning of the kitchen, equipment and dining hall (as appropriate) to a high standard. - Compliance with allergy procedures. - Correct use of uniform and protective clothing. - General kitchen and dining room duties, including preparing the room for service, which may include moving and setting up furniture, washing up, setting up and clearing away equipment and tables. - Assisting in unloading and correct storage of food. This may include checking quality and temperatures of foods - Operation of kitchen equipment e.g. hot cupboard, dishwasher etc - Safeguarding of children, dealing with matters in a sensitive and confidential manner - Where required, undertaking training to facilitate the duties of the job. - Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform.

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications			
Food safety and hygiene certificate level 2 (training will be provided if required)		X	A/C
Food allergen training (training will be provided if required)		X	A/C
A recognised qualification in First Aid (training will be provided if required)		X	A/C

Experience			
Experience of working in catering or food service.		X	A/I
Experience of cleaning to a high standard		X	A/I
Experience of working with children or dealing with a range of people.		X	A/I
Experience of dealing with children with special dietary requirements.		X	A/I
Knowledge and Understanding			
Good knowledge or qualification regarding Allergens	X		A/I/R
Ability to work under direction, on own initiative and as part of a small team.	X		A/I/R
Ability to liaise effectively with colleagues	X		A/I/R
Understanding of safeguarding and an interest in the safety and wellbeing of children	X		A/I
Awareness of the importance of confidentiality	X		A/I
Awareness and understanding of Food Hygiene principles & practices.	X		A/I
Awareness and understanding of Health and Safety practices.	X		A/I
Personal Skills & Attributes			
Commitment to the Trust's ethos and values	X		A/I
A passion to see children succeed	X		A/I
Calm and patient	X		A/I
Willingness to be flexible	X		A/I
Friendly and approachable personality	X		A/I
Willingness to grow and develop professionally with support from colleagues and the Trust	X		A/I
Organisational skill	X		A/I
Good attendance and work ethic	X		A/I
High commitment to providing the highest standards for the pupils within the Trusts care	X		A/I
Safeguarding			
Commitment to safeguarding and equality at all times	X		A/R/I

A= Application; C = Certificate; R = Reference; I = Interview

Note - This person specification is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification and amendment after consultation with the post-holder.

The Wonder Learning Partnership is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All post-holders are subject to a satisfactory enhanced DBS disclosure.