



WELLESLEY
HADDON DENE
SCHOOL

Job Description

Wellesley Haddon Dene School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

Post title	Kitchen Assistant
Remuneration	£10.42 Per Hour
Hours of work	Monday to Saturday 7am to 2:30pm with a 30 minute unpaid break.
Responsible to	Head Teacher
Job Purpose	<p>To work as a member of a team and to ensure that kitchen high standards are maintained throughout the school.</p> <p>To be flexible and able to respond to specific kitchen needs in the school. Each Kitchen Assistant will be responsible for an area and will be expected to clean to the frequency and standard set and as per work schedules. To provide a thorough and reliable service to the school.</p>
Main Responsibilities:	<ul style="list-style-type: none">• Food preparation and serving.• Ordering, storage and rotation of ingredients.• Cleaning, tidying and high standards of hygiene.• Implementation of food safety management system.• Carry out amended work schedules as required from time to time by the Headteacher in response to school events, needs or staff absence.• Ensure all rubbish is removed on a daily basis and recycled where possible.• Ensure that work is completed to a high standard.• To work as part of a team and contribute positively to that staff team.• To go about your duties with a positive and enthusiastic attitude - to be confident, hardworking and conscientious, and at all times promote good practice.

	<ul style="list-style-type: none"> • Participate in training to improve personal development and skills. • Adhere to school and legal regulations regarding health, safety, fire and accident reporting. • Implement the provisions of the school's Safeguarding policy which can be found on the school website. • Any other reasonable request made by the Headteacher.
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Person Specification

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	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> • Basic Skills / Induction 	<ul style="list-style-type: none"> • Previous Kitchen Experience • Health and Safety training • First Aider 	Contents of the Application Form
Skills:	<ul style="list-style-type: none"> • Flexibility to deal with the varied requests made on a daily basis. • Good interpersonal and communication skills with the ability to relate to children and adults. • Ability to work as part of a small team and on own initiative. 		Interview
Personal competencies and qualities:	<ul style="list-style-type: none"> • Good level of physical fitness, including the ability to lift and carry equipment from place to place. 		Contents of the Application Form Interview

	<ul style="list-style-type: none">• Pleasant and friendly manner.• Responsible and reliable.• Commitment to achieving high standards of cleanliness and hygiene.• Reliability.• Good timekeeping.• Willingness to undertake training.		Professional references
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