



## Kitchen Assistant – level 1

Reporting to our Kitchen Manager, provide high quality service as part of our kitchen / catering team at Solway Community School.

Reporting to: Kitchen Manager

Level: OP1 (point 1, £10.90 per hour)

Contract: 40 weeks per year (term time only plus 2 weeks) 10 hours per week

### Job Purpose

- Working under the supervision of our Kitchen Team Leader, contribute to the provision of a high quality catering service.

### Organisational Aspects

- Ensure compliance with all health and safety policies and procedures including 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, its equipment and its surrounds
- Ensure effective portion control and minimise wastage
- Comply with recipe costings and ensure menu adherence

### Operational Aspects

- Operate tills if required
- 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 if required
- Ensure that clean and dirty processes are kept separate
- Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process

### Resources

- 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
- 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 pupils 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 & safety, confidentiality and security, reporting all concerns to an appropriate person

### Person Specification

Criteria	Essential	Desirable
Qualifications / Training / Competences	-Willingness to undertake training -Food hygiene certificate, equivalent experience or equivalent qualification or willingness to train to achieve these	Level 1 Catering and Hospitality or similar
Relevant experience	Experience of relating well to people at all levels	-Experience of working in a kitchen -Working knowledge of policies and procedure relating to child protection, health and safety, confidentiality and security
Knowledge	-Willingness to gain knowledge of basic food preparation procedures -Willingness to gain knowledge of cleaning procedures -Willingness to learn health and safety procedures and precautions -Awareness of health and hygiene procedures -Knowledge of moving and handling procedures -Ability to work as part of a team Willingness to use relevant equipment	