



STEP
ACADEMY TRUST

**Kitchen Assistant
Role Profile and Person
Specification**



Role Profile

Job Title:	Kitchen Assistant
Grade Range:	Grade 1c SCP 11
Hours:	10 hours per week
Location:	Heathfield Academy
Reports to:	Academy Cook
Responsible for:	N/A
Role Purpose and Role Dimensions:	General kitchen duties to assist in the production and serving of meals in the academy and maintaining a high standard of kitchen hygiene.
Commitment to Diversity:	As a member of the Academy Catering Team to take individual and collective professional responsibility for championing the academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	None
Key Internal Contacts:	<ul style="list-style-type: none">▪ Academy Cook/Head Cook/Head of Catering▪ Head teacher▪ Other catering staff▪ Other Academy staff
Financial Dimensions:	None
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Follow the catering rota in an effective manner.▪ Deciding when and how to clean spillages and accidents in the safest and most appropriate way to maintain the highest levels of hygiene.

Key Accountabilities and Result Areas:

Catering duties

Key Elements:

This will involve:

- Setting up counter/trolleys and counting trays/plates.
- Serving children and academy staff.
- Washing dinner trays/cutlery either by hand or machine.
- Cleaning of equipment, surfaces and floors.
- Basic food preparation such as salads and sandwiches.
- Occasional basic light cooking duties.
- Use of simple kitchen machinery, after appropriate training.
- Attending training sessions, possibly outside usual working day.
- Moving of furniture/food trolleys.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the academy, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employee's access to and use of the trust's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities

This will involve:

- The trust has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the trust's Customer Care Policy.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the Catering Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the academy
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on academy policies and interventions

Person Specification

Job Title:

Kitchen Assistant

Essential knowledge:

Knowledge of basic food preparation such as sandwiches, salads, etc.

Essential skills and abilities:

Ability to read and complete simple instructions, such as cleaning rota, work rota, temperature and control sheets.

Ability to count dinner trays, cutlery and food portions.

Able to use and clean simple machinery and light equipment.

Demonstrate a willingness and enthusiasm for training and progression.

Able to encourage children to select a balanced meal.

Able to communicate with all kitchen, staff and pupils.

Able to work on own and with a team with little day to day supervision.

Display a commitment to the Trust's equalities policies.

Display and maintain a high standard of personal hygiene.

Work effectively in a busy and hectic environment.

Essential experience:

None

Special conditions:

To be able to adapt the catering rota to comply with the service delivery of the academy.

Willing to work occasional additional hours and at other sites within the Trust when requested.

Enhanced DBS check required.