



**LADY LANE PARK  
SCHOOL AND NURSERY**

# Lady Lane Park School

## Job Description and Person Specification

### Job Description

Lady Lane Park School is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.

<b>Post title</b>	Kitchen Assistant
<b>Remuneration</b>	Minimum Wage
<b>Working Hours</b>	11:15 am – 2:00 pm, Term Time Only
<b>Responsible to</b>	Cook – in – Charge and Head Teacher
<b>Main Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Assisting the Cook-In-Charge with preparation of food and beverages and cooking meals.</li> <li>• Ensure high standards of food safety and safe working practices.</li> <li>• To wear designated uniform and hair net and adhere to excellent personal hygiene.</li> <li>• To help and support the cook to deliver the menu meals to the required standard when necessary.</li> <li>• To assist in the serving of food if necessary.</li> <li>• To support the cook in the effective operation of the kitchen. To play an active role in the cleanliness and order of the dining room, kitchen, pantry and stores.</li> <li>• To wash up, load and empty the dishwasher throughout the day including hand washing of any crockery and large cooking items.</li> <li>• To help put away deliveries in a timely manner.</li> <li>• To help sanitise and set tables for lunch including condiments and sauces including moving the furniture (tables/chairs) while maintaining compliance to safe methods of working.</li> <li>• To collect soiled plates and dishes from the dining room.</li> <li>• To sanitise and prepare trolley after lunch.</li> <li>• To dispose of waste correctly.</li> <li>• To keep the kitchen, dining room and food storage and preparation areas clean and tidy.</li> <li>• To liaise with the Cook In Charge regarding breaks to ensure there is adequate cover for the kitchen.</li> <li>• To undergo annual on-line training in Food Hygiene, Safeguarding, Child Protection as well as any other basic training required by the Senior Leadership Team.</li> <li>• To assist at out of school hour events (usually 3 in the academic year).</li> </ul>

	<ul style="list-style-type: none"> <li>To assist when the Cook In Charge or Assistant Cook is absent.</li> </ul>
<b>Subject Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>Familiarity with modern kitchen equipment</li> <li>Up to date knowledge and understanding of Health and Safety regulations.</li> <li>Knowledge of statutory requirements for food safety</li> </ul>
<b>Professional Standards &amp; Development</b>	<ul style="list-style-type: none"> <li>Receptive to the needs of the pupils, parents and staff.</li> <li>Good interpersonal skills required with helpful and co-operative attitude.</li> <li>To be a role model to pupils through personal presentation and professional conduct.</li> <li>To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health &amp; Safety, and that of any other persons who may be affected by their acts or omissions at work.</li> <li>To be familiar with the School and Department handbooks and support all the school's policies, e.g. those on Health and Safety.</li> <li>To establish effective working relationships with professional colleagues and associate staff.</li> </ul>

#### Person Specification:

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Experience:</b>	<ul style="list-style-type: none"> <li>Experience of working safely with food.</li> <li>Hygiene Training Certificate.</li> <li>Allergy Training Certificate.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a busy kitchen environment</li> </ul>	Contents of the Application Form  Interview  Professional references
<b>Communication:</b>	<ul style="list-style-type: none"> <li>Confident at communicating both verbally and in writing</li> </ul>		Contents of the Application Form  Interview
<b>Personal competencies and qualities:</b>	<ul style="list-style-type: none"> <li>To be committed to actively support the visions, aims and ethos of the school</li> <li>Collaborative team player.</li> <li>Open and reflective.</li> <li>Self-motivated.</li> <li>Professional and positive at all times.</li> <li>An ability to strike a good professional rapport with students, staff and parents.</li> <li>Friendly and approachable.</li> </ul>		Contents of the Application Form  Interview  Professional references