



**LADY LANE PARK
SCHOOL AND NURSERY**

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.

Post title	Kitchen Assistant
Remuneration	Minimum Wage
Working Hours	8:00am – 2:00pm, Term Time Only
Responsible to	Cook – in – Charge and Head Teacher
Main Responsibilities:	<ul style="list-style-type: none"> • Assisting the Cook-In-Charge with preparation of food and beverages and cooking meals. • Ensure high standards of food safety and safe working practices. • To wear designated uniform and hair net and adhere to excellent personal hygiene. • To help and support the cook to deliver the menu meals to the required standard when necessary. • To assist in the serving of food if necessary. • 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. • To wash up, load and empty the dishwasher throughout the day including hand washing of any crockery and large cooking items. • To help put away deliveries in a timely manner. • 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. • To collect soiled plates and dishes from the dining room. • To sanitise and prepare trolley after lunch. • To dispose of waste correctly. • To keep the kitchen, dining room and food storage and preparation areas clean and tidy. • To liaise with the Cook In Charge regarding breaks to ensure there is adequate cover for the kitchen. • 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. • To assist at out of school hour events (usually 3 in the academic year).

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

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
Experience:	<ul style="list-style-type: none"> Experience of working safely with food. Hygiene Training Certificate. Allergy Training Certificate. 	<ul style="list-style-type: none"> Experience of working in a busy kitchen environment 	Contents of the Application Form Interview Professional references
Communication:	<ul style="list-style-type: none"> Confident at communicating both verbally and in writing 		Contents of the Application Form Interview

Personal competencies and qualities:	<ul style="list-style-type: none"> • To be committed to actively support the visions, aims and ethos of the school • Collaborative team player. • Open and reflective. • Self-motivated. • Professional and positive at all times. • An ability to strike a good professional rapport with students, staff and parents. • Friendly and approachable. 		Contents of the Application Form Interview Professional references
---	---	--	--