



Job Description – Kitchen Assistant Job Description

ENJOY		LEARN	GROW
Job Title	Kitchen Assistant		
Responsible to	Operations Manager		
Salary Scale and Hours	Scale 1a		
Main Purpose of the role	To be responsible for running the school's kitchen		
Specific duties and general responsibilities	To be responsible for the day-to-day supervision of the Worple kitchen. Providing good service and customer care as directed and cleaning and all other duties necessary within the kitchen and service areas.		
Operational	- To establish and maintain good relationships with pupils and colleagues - To communicate daily with the office team to ensure the correct number of meals are delivered each day - To communicate with the Catering Manager at Brentford with any extra ordering of food and feedback or concerns - To ensure a temperature is taken on delivery of the hot food service and recorded daily. - To prepare the sandwich bags ready for delivery of sandwiches for pack lunches - To ensure that all service areas are clean and equipped for service delivery. - To ensure that all rules and regulations relating to food and personal hygiene and health and safety at work are always adhered to. - Present and serve food in an attractive and appetising manner. - Be welcoming to customers - To ensure that all service counters and display fridges are cleaned and refilled to the correct laid down standards - To undertake any analogous duties which may be required. - To undertake any training that is directed by the Operations Manager.		
	PERSONAL AND PROFESSIONAL CONDUCT		
	- Treat pupils and staff with dignity, building relationships always rooted in mutual respect and observing proper boundaries appropriate to professional position. - Having regard to the need to safeguard pupils' wellbeing in accordance with statutory provisions. - Show tolerance of and respect for the rights of others. - Do not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs.		

- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Worple Primary School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984.

Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities.

Staff at Worple Primary School will also be responsible for any other duty deemed reasonable as directed by the Headteacher.

Staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Signed:_____

Date:_____