

# Parkwood Hall Co-operative Academy

## Job Description – Kitchen Assistant

Name:

Responsible to: Cook

Responsible for:

Key Tasks: To assist as required in the daily food preparation ensuring that the school policy on quality and standards is met and to be aware of current national legislations regarding nutritional standards in schools.

To assist in the clearing and cleaning of all crockery, cutlery and equipment used in the preparation and presentation of food ensuring that the school policy on health and hygiene is met and to be aware of current national legislations regarding health and safety.

### MISSION STATEMENT

***' Parkwood Hall Co-operative Academy aims to provide a caring and safe environment with a specialised and holistic approach to education, allowing each individual to reach their maximum potential and to prepare them for life outside school.'***

*"Parkwood Hall Co-operative Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment". The Governing Body*

### SPECIFIC DUTIES

To assist in food preparation and serving as required.

To use sundry items of equipment subject to legislation and training from the Cook or Catering and Nutrition Manager

NB You should ensure that your training on each item is recorded.

To assist in ensuring that all food and beverages are served at the specified times.

To be aware of the menu for the day together with the appropriate portion sizes.

To advise and assist the Cook in preventing any shortfall in requirements.

To maintain all condiments and sauces and ensure their availability.

To ensure that tables, chairs, trolleys, equipment and counters are kept clean and tidy using the appropriate cleaning materials.

To ensure that all floors, work surfaces and wall surfaces (to the prescribed height) are kept clean using the appropriate cleaning materials.

To participate in all clearing and washing up requirements ensuring that the preparation and pot rooms are kept clear at all times.

To ensure that personal appearance, including uniform and footwear, is maintained to a high standard following the attached specification.

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To participate in all training as required.

To be sensitive to the needs of individual students and be courteous at all times.

### GENERAL RESPONSIBILITIES

Ensure an awareness of Health and Safety Regulations.

To maintain confidentiality in all aspects of Parkwood Hall Co-operative Academy. The nature of the working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

To co-operate with all Parkwood Hall Co-operative Academy staff in maintaining good relationships with outside agencies and the general public in order to promote and uphold the school's image.

To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Catering and Nutrition Manager, Principal or Head of Business Resources .

This job description reflects the current requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and is subject to amendment in consultation with the post holder.

Signed .....Post holder

Signed .....Principal

Date .....

### Person Specification

- **Essential Criteria**

The successful candidate must:

have a current Level 2 Certificate in food safety or be willing to obtain one within 6 weeks of beginning work in this position

be prepared to continue their professional development to meet the requirements of the role.

have good communication skills

to be able to work in a team and also to work on one's own initiative.

understand principles of Health and Safety

- **Desirable Criteria**

The successful candidate should:

know current legislation relating to food preparation and nutritional standards in schools

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have experience in a similar position in the kitchen of a public organisation or commercial company

### **Dress Code for Catering Staff**

The post holder –

Must ensure that basic personal hygiene standards are maintained.

Must ensure that hair is covered at all times in the kitchen, dining room and adjoining areas (to ensure that hair longer than collar length should be raised and fixed to clear the collar) by use of the hat provided,

Must ensure that the provided uniform is worn at all times in the kitchen, dining room and adjoining areas.

Must ensure that the provided uniform is kept well maintained, notifying the Cook of any replacements required.

Appropriate footwear must be worn to comply with Health and Safety requirements.

Watches must not be worn.

Jewellery must be kept to the minimum and only plain gold or silver ie no gemstones.