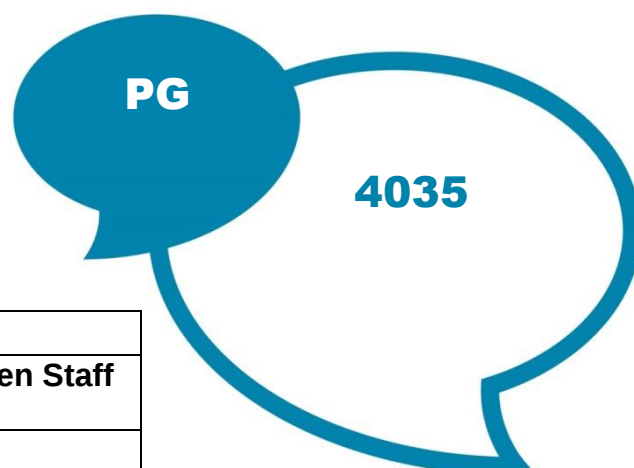


Post Specification



Date	April 2022
Post Title	Kitchen Assistant (Kitchen Staff – Level 2)
Role Profile	OP3
JWCs	50
Final Grade	4

To be read in conjunction with your role profile

Service Area (brief description)
West Cumbria Learning Centre
Purpose of this post
Work closely with the Headteacher and SLT to support the effective delivery of a full meals service at the West Cumbria Learning Centre.
Key job-specific accountabilities
<u>ORGANISATIONAL</u> Comply with current Food Safety legislation Ensure compliance with all health and safety policies and procedures Ensure safe use of equipment and materials Operate everyday equipment in accordance with instructions Make daily quality and safety checks on equipment Demonstrate and assist others in safe and effective use of specialist equipment and materials Monitor and manage stock and supplies, cataloguing as required and ensure their hygienic storage in accordance with domestic and catering standards Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with domestic and catering standards Organise cooking routines to comply with specified standard Ensure effective portion control and minimise wastage Ensure the security of the kitchen, associated stores and surrounds

OPERATIONAL

Present food in a way that is attractive and encourages healthier choices

Prepare food in accordance with agreed recipes and methods

Organise and supervise food service, to include transportation of meals if required

Undertake skilled cooking activities connected to a full range of menu provision

Decant and or serve food for transportation to other schools and in own school servery if required

Ensure that clean and dirty processes are kept separate

Ensure that cooked and raw foods are kept separate during the preparation, cooking and serving process

RESOURCES

Ensure the maintenance of a clean and orderly working environment

Prepare routine equipment in a timely and accurate manner as set out in the instructions

Report faulty equipment and other maintenance requirements to the appropriate person

Order and record all ingredients used and take stock

Refill and replace consumables

Undertake basic record keeping as directed

Ensure that lights and other equipment are switched off as appropriate

Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches

RESPONSIBILITIES

Manage kitchen staff including the replacement cover for staff on sick leave, training etc in accordance with the procedure

Ensure that all meals and drinks served comply with current legislation or guidelines as well as the whole school food policy

Attend relevant meetings as required

Participate in training and other learning activities as required

Have an awareness of and comply with policies and procedures relating to child protection, health & safety, confidentiality and security, reporting all concerns to an appropriate person

Key facts and figures of the post

Budget Responsibilities	None
Staff Management Responsibilities	Supervise kitchen supply staff in the event of staff absence
Other	

Post Specific - Qualifications, knowledge, experience and expertise

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/training/competences	- NVQ 2 Support Staff (with school kitchen modules), or similar. - Willingness to undertake induction training - Food Hygiene certificate or equivalent experience, or equivalent qualification, or willingness to train to achieve these.	NVQ 3 Support Staff (with school kitchen modules), or similar.
Relevant experience	- Experience of relating well to people at all levels - Full working knowledge of policies and procedure relating to child protection, health & safety, confidentiality and security.	- Experience of monitoring stock and supplies - Experience of basic record keeping - Experience of managing staff
Knowledge	- Awareness of health & hygiene procedures. - Knowledge of moving and handling procedures. - Ability to work as part of a team. - Willingness to use relevant equipment.	