

<p>Dronfield Henry Fanshawe School</p>  <p>Job Description</p>	<p>Title: Relief Kitchen Assistant</p>	<p>Revision No:</p>	1
		<p>Date Agreed:</p>	
	<p>Postholder:</p>	<p>Grade:</p>	2
		<p>Hours:</p>	
	<p>JD Reference: KIT04</p>	<p>Weeks:</p>	
		<p>Review Date:</p>	

<p>RESPONSIBLE TO:</p>
<p>KIT01 – Catering Manager, KIT02 – Catering Supervisor</p>

<p>RESPONSIBLE FOR:</p>
<p></p>

<p>POST OBJECTIVES:</p>
<p>To work as part of the catering team on the preparation and serving of food.</p>

<p>DUTIES AND RESPONSIBILITIES:</p>
<ul style="list-style-type: none"> • Assist with food production • Setting up servery counters and serving customers • Maintaining good customer relations • Clearing down food service and production areas and equipment after service and at then end of the day • Uphold Health, Safety and Hygiene Legislation. • General cleaning and washing up as directed • Putting away stores as directed • Any other duties that may be requested by the Catering Manager. • Working efficiently with your fellow team members • Operating the cashless till system if directed • Attending training courses as directed by the Catering Manager

<p>AGREED ADDITIONALITY:</p>	<p>GRADE:</p>	<p>DATES FROM:</p>	<p>TO:</p>

<p>METHODS OF WORKING:</p>
<ul style="list-style-type: none"> • The post holder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school’s management supervision guidelines • The post holder will comply with the policies of the School, including the Child Protection Policy, Equalities Policy, Health, Safety Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer • The post holder will have due regard for DCC financial regulations and operate within Schools financial systems and procedures ensuring ‘best value’ is achieved • Be aware of and support individual’s needs to ensure all students have equal access to opportunities to learn and develop • Contribute towards the overall ethos, work and aims of the school • The post holder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required

- The post holder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Person Specification -

EXPERIENCE:

Essential:

- Experience in a similar role.
- Experience of catering in an educational/commercial/ industrial background
- Good understanding of health and safety policy and food hygiene policy and procedures including safe working practices
- Good organisational and planning skills including prioritising tasks
- Use of relevant catering equipment/machinery

QUALIFICATIONS/EDUCATION/TRAINING:

Essential:

- Relevant Health & Safety and Food Hygiene Qualifications
- Good numeracy, literacy and ICT skills

Desirable:

- Health and Safety at work qualification
- Current First Aid Certificate

KNOWLEDGE AND UNDERSTANDING:

Essential:

- Commitment to safeguarding and promoting the welfare of children and young people
- Understanding of basic education terminology and implications
- Understanding the importance of confidentiality

Desirable:

- Knowledge of school policies and their impact on the day to day running of the school

SKILLS AND COMPETENCIES:

Essential:

- Ability to work under pressure and to strict deadlines
- Good attention to detail outgoing, enthusiastic and committed
- Work under own initiative
- Excellent communication and interpersonal skills
- Excellent planning and organisational skills
- Conscientious
- Ability to carry out general cleaning duties as detailed in the Job Description
- Ability to manage time effectively to complete tasks to a high level
- Ability to prioritise work.
- Able to work with minimum supervision.
- Ability to work both alone and within a team to achieve specified high standards.
- Be flexible to changing demands of the post.
- Take pride in a job well done.

ABILITIES AND ATTRIBUTES:

Essential:

- Self-motivated and enthusiastic
- Effective team worker

- Willingness to learn new skills and undertake relevant professional development.
- Commitment and enthusiasm
- Flexibility and patience
- Belief in the importance of teamwork and collaborative approach
- Confidentiality, tact and discretion
- High level of accuracy and attention to detail
- Positive attitude and good sense of humour

Postholder's Signature _____

Line Manager's Signature _____

Date _____