

## Job Description

<b>Post</b>	Kitchen Assistant
<b>Details: grade, hours, duration, location</b>	<p>NJC Grade A2, Scale Points 2-3, £20,441 - £20,812 per annum</p> <p>Actual salary £8,112 - £8,259 per annum</p> <p>17.5 hours a week, Term Time Only, Permanent</p> <p>Based at Sacred Heart Catholic Primary School, Ilkley</p>
<b>Responsible to</b>	Kitchen Manager
<b>Purpose of the Post</b>	To assist with the provision of a high quality catering service
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"> <li>To provide a quality focused service.</li> <li>To assist in the preparation of food and drink as directed by the Kitchen Manager.</li> <li>To deliver services to an agreed standard, maintaining visibly acceptable levels of cleanliness at all times.</li> <li>Comply with all Health and Safety and Food Hygiene regulations and attend appropriate training as directed.</li> <li>To prepare and serve food and drink to customers within Health and Safety approved standards during service times.</li> <li>To assist with table clearing and general cleaning duties.</li> <li>To set up the dining room furniture and equipment for service.</li> <li>To undertake cleaning and washing up duties as required.</li> <li>To adhere to agreed rotas as directed by the Kitchen Manager.</li> <li>To provide a flexible approach to the daily demands within the kitchen, working as part of a team and acting upon instructions from senior staff.</li> <li>To promote a positive and supportive working atmosphere within the catering team.</li> <li>To provide an efficient and polite service to customers at all times.</li> <li>To attend staff meetings or training courses as required.</li> <li>Appropriate whole school staff training as and when required.</li> </ul> <p><b>Please note: the post includes a substantial amount of lifting, carrying, bending and stretching</b></p>
<b>OTHER RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Carry out any other duties as may be reasonably required or directed by the Headteacher, Kitchen Manager and members of the Senior Leadership Team.</li> <li>Contribute to the Catholic ethos of the school</li> <li>Comply with the school's approved policies and procedures</li> <li>Participate in and support the school's performance management process and attend any relevant training</li> <li>There may be a requirement to undertake statutory training and to be paid overtime outside of normal school hours on occasion with due notice.</li> <li><b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required</i></b></li> </ul>
<p><b>VARIATION IN ROLE</b></p> <p>Given the dynamic nature of the role and structure of Sacred Heart, Ilkley, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	