Job Description

LONGNOR CE PRIMARY SCHOOL

POST TITLE:	Kitchen Assistant
GRADE:	2
SALARY RANGE:	SCP 4, £13.48 per hour
HOURS OF WORK:	12.5 hour contract, term-time only

INTRODUCTION

Vision and Values - Our Vision – 'Inspiring a lifelong love of learning'

At Longnor CE Primary School, we provide pupils with the foundations of knowledge for lifelong learning. Through a creative and inspiring topic-based curriculum each individual is supported to confidently achieve their best.

GENERAL INFORMATION

1. Operational Tasks

Cooking/Preparation;

- Preparation of meals: prepare food in accordance with agreed recipes/methods.
- Prepare ingredients for meals under direction.
- Decant and/or serve food for transportation to other school servery.

Maintenance of hygiene;

- Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process.
- Ensure that clean and dirty processes are kept separate.

Cash Handling;

- Operate tills, check float.

2. Resources Tasks

- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment /resources / materials as set out in instructions.
- Undertake basic record keeping as directed.
- Refill and replace consumables.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Comply with school security arrangements i.e. securing entrances / exits as appropriate and reporting potential security breaches.
- Ensure lights and other equipment is switched off as appropriate.

3. Organisation Tasks

- Monitor and arrange orderly and secure storage of supplies.
- Daily check for quality/safety e.g. routine visual checks of equipment.
- Operation of everyday equipment in accordance with instructions.

4. Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Headteacher/Governing Body feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Headteacher/Governing Body in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder: ……

Signed: …… Date: ……

Name of line manager: ……..

Signed: …… Date: ……