

JOB DESCRIPTION
GENERAL KITCHEN ASSISTANT

Job Title:	General Kitchen Assistant
Reports To:	Catering Manager
Salary:	£11.44 per hour
Hours or Work:	Part time 19 hours per week Term Time Only

Job Purpose

Provide catering support in the serving of food and beverages and cleaning plus related catering duties.

Key areas of responsibility:

Catering responsibilities

- Prepare the dining area for service, which may include moving and/or setting up furniture and trolleys, cleaning putting away after service.
- Prepare the service area, hot cupboards and other equipment as instructed.
- Assist in the serving of food and beverages as instructed.
- Wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the catering environment.
- Operate catering equipment including commercial ovens, hobs, deep fryers, dishwashers and small electrical kitchen aids.
- Clean catering areas to regulated standards as directed.
- Undertake on and off the job training as required by management.
- Inform the Catering Manager of any defects in equipment or premises.

General responsibilities for all staff at The Granville

- Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- To develop professional relationships.
- To undertake supervisory duties when required.
- To attend staff meetings and School INSET.
- To avoid overfamiliarity with pupils
- Undertake other duties from time to time as required by the Head Teacher such as attendance at Open Evenings, School Fete etc.

This job description cannot be considered to be exhaustive and other duties not included above may arise from time to time. On the understanding that such duties are commensurate with the purpose of the job and have been identified by the post holder's line manager and advised to the post holder, then such additional duties shall form part of the requirements of the post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Training		<ul style="list-style-type: none"> • Level 2 in Hospitality and Catering (or equivalent) • Food Hygiene certificate. • First aid training
Experience	<ul style="list-style-type: none"> • Customer Care • Health and safety in the workplace • Food preparation 	<ul style="list-style-type: none"> • Previous experience of working in an educational environment
Knowledge and Skills	<ul style="list-style-type: none"> • Good standard of personal hygiene • Ability to work under pressure and use own initiative. • Ability to meet deadlines • Ability to work as part of a team • Good customer care skills • Wear uniform provided, ensuring it is clean and tidy and observing good hygiene standards at all times. 	
Personal Qualities	<ul style="list-style-type: none"> • An ability to build good working relationships with both pupils and adults and work constructively as part of a team • Enjoy working with children • Patience and a sense of humour • Motivation to participate in ongoing training and self-directed CPD (Continuing Professional Development) programmes. 	

Working hours and Salary

The working hours will be:

Monday	Tuesday	Wednesday	Thursday	Friday
09:30 – 2:15pm	09:30 – 2:15pm	09:30 – 2:15pm	-	09:30 – 2:15pm

Occasional weekend/evening help for matches and occasions such as School plays/Sports Day/Speech Day

The salary will be according to experience.

The successful appointee will also be entitled to the following:

- Free school meals
- Free uniform
- Benenden Healthcare
- L&G Pension Scheme

This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the school, and demand for places is considerable, the future is very exciting.

Safeguarding and Child Protection

The successful candidate will be expected to commit to the following:

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom/she/he is responsible, or with whom she/he comes into contact, will be to adhere to and always ensure compliance with the school's Safeguarding Policy and Child Protection Statement. If while carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the schools' child protection officer or to the Headmistress.

The successful candidate will be required to provide an enhanced DBS (Disclosure and Barring Service) Disclosure and sign a self-declaration form. In seeking references on short-listed candidates, the school may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

Applications

The Bursar's Assistant would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the school on 01732 453039 or at bursarassistant@granvilleschool.org.