



Bishop Wilkinson
Catholic Education Trust
Through Christ, in Partnership

Job Description

General Kitchen Assistant

Grade: Band 2, Scale 3-4 Pro Rata
Hours: 10 hours per week, Term Time Only, Permanent
Location: St Joseph's Catholic Middle School, Hexham
Reports to: Cook in Charge

Main Duties and Responsibilities

- Assist in the preparation, cooking and serving of food and beverages
- Refill and replace sauces, condiments and other consumables.
- Undertake cleaning and washing up as directed in the kitchen and dining areas
- Operate kitchen equipment, following training
- Assist with moving and setting up dining furniture
- Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times
- Complete HACCP documentation on a daily basis
- Report failing equipment to Supervisor
- Report Health and Safety hazards to Supervisor
- Communicate effectively with staff and children
- Accept training to enable safe completion of duties
- Will be expected to attend other job related training when directed by the school (e.g. safeguarding)
- Carry out other duties as may reasonably be required from time to time.
- Main location of work will be at an allocated school; however, you may be required to work in other locations within Bishop Wilkinson CET.

Other

- Undertake other various responsibilities as directed by the Cluster Manager.
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To communicate with staff, students, parents, governors and members of the local community as appropriate.
- To comply with policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a commitment to Equality of Opportunity for all members of the BWCET community.
- To fully encapsulate the school community and actively participate in other areas/aspects of school as directed by either your Head Teacher or Cluster Manager.

Additional Information

The duties and responsibilities highlighted in the job description are indicative and may vary over time. The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Person Specification

General Kitchen Assistant

Person Specification	Essential/Desirable
Qualifications & Training	
Right to work in the UK	Essential
L2 or above Food Hygiene Certificate	Desirable
L2 Health and Safety Certificate	Desirable
Manual Handling Certificate	Desirable
Experience and Knowledge	
1 years' experience in a similar position	Desirable
Knowledge of working with cleaning chemicals	Desirable
Knowledge of PPE and how to deep clean kitchen equipment	Desirable
Knowledge of HACCP	Desirable
Personal Attributes	
Ability to work in a team	Essential
Physically fit and be able to lift heavy items, manual handling training will be given	Essential
Flexible approach to work	Essential
Commitment to high standards	Essential
Good time-management skills	Essential
Good communication skills	Essential
Special Requirements	
Commitment to the safeguarding and welfare of all pupils	Essential

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