



Job Description & Person Specification

Kitchen Assistant

Job Description	
Job Title:	Kitchen Assistant
Pay Grade / Scale / Range:	NJC point 3
Benefits & Perks:	TOIL scheme, Occupational Pension Scheme, Occupational Sickness Scheme; Healthcare scheme
Working hours:	Variable dependent upon designated base See advert for details
Location:	New Bridge Learning Centre You may be required to work at any site of the New Bridge Group
Special circumstances:	Some out-of-hours working required at busy times.
Staff responsible to:	Catering Manager
Staff responsible for:	None
Accountable to:	CEO
Probationary period:	26 working weeks for new staff to the organisation

Kitchen Assistant

Purpose of the post

To work as part of a professional catering team to provide high quality school dinners to the students and staff. To operate as front of house and maintain food hygiene standards.

To assist with the preparation and serving of all meals and beverages ensuring that the kitchen and service areas are clean and tidy.

Ensuring health and safety regulations are followed.

Main Duties and Responsibilities

- Working in the 'front-of-house', serving food and beverages including breakfast club.
- Maintaining positive student relationships at all times.
- Setting up dining areas as per the catering manager's instructions
- Clearing tables and ensuring that the dining area is cleared during service and tidying up undertaken.
- Performing basic food preparation and plating tasks, which include washing, peeling and cutting fruit and vegetables, seasoning and slicing meats, and preparing sauces, salads and sandwiches
- Carrying out general washing up duties in the kitchen
- Preparing the kitchen for the serving of meals in accordance with good practice
- Ensuring kitchen hygiene standards are maintained at all times to the levels required by the manager and in line with food and hygiene standards
- Cleaning the kitchen, surrounding areas and equipment to ensure the kitchen cleanliness is maintained at a high level
- Using cleaning materials and chemicals in accordance with COSHH training
- Regularly checking kitchen equipment e.g. mixers, fryer, utensils, work surfaces are in accordance with specified procedures to ensure all equipment is hygienic and in safe working order and complies with relevant regulations
- Ensuring safe operation of utensils and kitchen machinery in accordance with appropriate training
- Ensuring all tableware and cutlery are properly cleaned and sanitised before each use
- Assisting with deliveries and the safe storage of stock, stock control and stock taking activities
- Stock taking and stock rotation of all grab and go items and store room, refrigerated and frozen items.
- Attending training courses as required and assist in the training of other catering staff as directed

Standard Duties

- To take a pro-active approach to health and safety, working with others in the kitchen to minimise and mitigate potential hazards and risks, and actively contribute to the security of the cafe, e.g. challenging a stranger on the premises.
- To implement and uphold the policies, procedures and codes of practice of the Group, including relating to customer care, finance, GDPR, ICT, health & safety, anti-bullying and safeguarding/child protection.
- To understand the importance of inclusion, equality and diversity, both when working with customers, students and with colleagues, and to promote equal opportunities for all
- To improve own practice through training, observation, evaluation and discussion with colleagues
- Recognise own strengths and areas of expertise and use them to support others.
- To work across the New Bridge Group if required.
- To undertake any other additional duties commensurate with the grade of the post.

Contacts

Service users, clients, students and colleagues

Responsible to: Catering manager

Responsible for: Not applicable

Special Conditions:

An enhanced Disclosure and Barring Service (DBS) check is required for this post

	DATE	NAME	POST TITLE
PREPARED	August 21	SSH DWD	HR Manager Executive Director
REVIEWED			
REVIEWED			

PERSON SPECIFICATION

PLEASE NOTE: Governors/Trustees will use the criteria below **(those emboldened)** to shortlist. Only those applicants who demonstrate that they meet those criteria (to the Governors/Trustees satisfaction) will be invited to interview.

	Selection Criteria Essential	Selection Criteria Desirable	How Assessed
Education & Qualifications	Literacy, numeracy and ICT skills; equivalent to minimum Level 1 of the National Qualification & Credit Framework	Food Hygiene Certificate First Aid certificate	AF / I
Experience	Experience of working in a front facing customer service role Evidence of contributing to the day-to-day smooth running of a commercial kitchen Experience of a range of catering/kitchen-based duties, including serving and basic food preparation Experienced user of kitchen equipment		AF / I AF / I AF / I AF / I
Skills & Abilities	Excellent customer service and communication skills The ability to remain calm in a busy and pressurised environment The ability to stay calm and composed while dealing with customers particularly in difficult situations The ability to complete tasks accurately and carefully with an attention to detail		AF / I AF / I AF / I AF / I AF / I

	Ability to organise own work load, prioritise and deliver on time The ability to work in a team, and escalate problems as necessary The ability to understand written instructions/information. The ability to accurately account for monies and payments received High standards of personal hygiene Hard working and physically capable of undertaking the manual aspects of the role Willingness to participate in further training and developmental opportunities offered		AF / I AF / I AF / I AF / I AF / I AF / I
Knowledge	Understand and be able to apply Health and Safety procedures relevant to the job such as: • Manual handling • Safe use of machinery and/or equipment • COSHH • First Aid and Hygiene Practice Understanding of how safeguarding and confidentiality are important when working with children and young people		AF / I AF / I

Abbreviations: AF = Application Form; I = Interview.

Any candidate with a disability who meets the essential criteria will be invited to interview