

ROLE PROFILE

Role Profile			
Job Title	Kitchen Assistant		
Section	Estates	Department	Business Support
Reports to (Job Title)			
Location			

Job Purpose	To work as part of a school kitchen team in the provision of meals to children at a pre-set time. To ensure that customer care principles are employed, and client satisfaction is provided at all times. The post holder will have contact with children.
Key Competencies and Output	<p>Carry out the preparation, production, and the delivery of fresh food, including special dietary requirements, at mealtimes to children and staff.</p> <p>Work within the legislation of the Health and Safety at Work Act 1974 and the Food Safety Act 1990 and 1995 and the Education and Inspections Act – Nutritional Standards for School Lunches 2006.</p> <p>Undertake dish washing and daily cleaning duties.</p> <p>Support in deep clean of kitchen working areas (additional hours if necessary)</p> <p>Assist with ordering and rotation of food.</p> <p>Accept and store food deliveries, if required.</p> <p>During the lunch period assist dining hall duty staff, ensuring that all food waste and refuse is removed.</p> <p>To participate in the completion of all necessary records as required.</p> <p>To wear appropriate clothing as required by the Catering Manager.</p> <p>Attend training courses as required.</p> <p>Contribute to the work carried out by other members of the team in their absence and other tasks that may be appropriate to the role.</p> <p>Deal with customer queries or requests in a polite and efficient manner.</p> <p>Occasionally, to assist with special functions at the school which may be outside of normal hours.</p> <p>Undertake other duties appropriate to the grade of the post and as directed by line manager.</p> <p>The accountabilities listed here are not an exhaustive list. The post holder will be required to work in any area of the business and deliver ad-hoc duties as and when directed</p>

Experience, Knowledge, Skills and Qualifications	<p>Catering experience, including chopping vegetables, making sandwiches and serving food.</p> <p>Experience of working as part of a team working under pressure to meet deadlines.</p> <p>Knowledge of Health and Safety practice in a busy working environment.</p> <p>Experience of working with children.</p> <p>Experience of cleaning areas to agreed hygienic standards.</p> <p>Basic Food Hygiene Certificate.</p> <p>Knowledge of Health and Safety Legislation.</p>
Corporate Standards	<p>In accordance with Delt's organisational policies and guidance on information management and security, it is the personal responsibility of all employees to ensure data protection, client confidentiality and appropriate information governance.</p> <p>All employees must act at all times in accordance with appropriate legislation and regulations, codes of practice and Delt's policies and procedures.</p> <p>All employees must work with the requirements of our Health and Safety policy, ensuring safe systems of work and procedures.</p> <p>Undertake all duties with regard to the Delt equalities policy and relevant legislation.</p> <p>In a 'people first' environment, the post holder must both be aligned and aspire to Delt's values and expected standards of behaviour for them and their team(s).</p>