



**North Halifax Grammar School
Academy Trust**

Job Description

Position	General Kitchen Assistant
Salary	NJC Scale 1 point 6 (£8.50 per hour), fixed point
Tenure	Casual
Hours of work	Casual as required
Responsible to	Catering Manager

Main Purpose of the Role:

- To maintain high standards of food hygiene within the Catering Department.
- To provide a full catering service to all students and staff at specified times during the day in the main dining room or sixth form centre as directed.
- To maintain high standards of health and safety within the Catering Department.

Key Responsibilities:

- Cleaning of dining area and kitchen duties could include, washing up, sweeping, mopping, cleaning kitchen equipment.
- Assisting in the preparation of meals using fresh and pre-prepared ingredients and food.
- Other relevant tasks as required and directed by the Catering Manager e.g. counter service, taking deliveries, dealing with catering orders, working on the cashless tills.

Key Responsibilities for support of the Academy:

- To contribute to the overall ethos and aims of the Academy Trust.
- To work as part of a team and support the role of other people within the team.
- To act as a role model and being aware of and responding appropriately to individual needs.
- To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the Academy Trust, as may reasonably be required.

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS & EXPERIENCE		<ul style="list-style-type: none"> • Previous experience of working in a kitchen environment • Basic Food Hygiene Certificate • Awareness of general Health & Safety in the workplace 	Application form Reference Interview
CIRCUMSTANCES - PERSONAL	<ul style="list-style-type: none"> • Good record of attendance and punctuality 	<ul style="list-style-type: none"> • Flexibility to change working hours if required 	Reference Interview
DISPOSITION ADJUSTMENT ATTITUDES	<ul style="list-style-type: none"> • Ability to work as part of a team • Adaptability 		Application form Reference Interview
TRAINING	<ul style="list-style-type: none"> • Positive attitude to personal development 	<ul style="list-style-type: none"> • Willingness to develop new skills 	Reference Interview
PRACTICAL AND INTELLECTUAL SKILLS	<ul style="list-style-type: none"> • Well organised • Ability to prioritise • Orderliness • Discretion • Initiative • Some lifting is required • The ability to wash up/mop, sweep and undertake general cleaning tasks • Serving food as required 		Application form Reference Interview