

Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.



KITCHEN ASSISTANT JOB DESCRIPTION

Abbots Ripton C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.

Job Title:	Kitchen Assistant
Reports to:	School Cook
Accountable to:	Headteacher
The Role:	To set up the dining hall ready for the children to eat their lunches and then clear the dining hall at the end of lunch. Support the cook with clearing the servery whilst children are eating.
Salary:	Circa £9.75 per hour
Working Hours:	7.5 hours per week (1.5 hours a day between 11:30am and 1pm). Term time only.

Main responsibilities and tasks:

The normal duties will usually include the following:

1. To be responsible for setting up and clearing away the dining hall before and after lunchtime.
2. This includes setting out tables and chairs and laying the tables with table cloths, cutlery and glasses etc.
3. Clearing away will include wiping table cloths and putting down the tables and returning the tables and chairs to the store area. This also includes sweeping the hall floor and spot wiping any spillages.
4. Whilst children are eating, there will be some duties in the kitchen for example clearing the serving area and loading/unloading the dishwasher.
5. Following Health and Safety guidelines.
6. To maintain all School standards of hygiene.
7. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Headteacher.
8. Other duties outside of this job description may be allocated from time to time.

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Person Specification Kitchen Assistant

	Essential	Desirable
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions. 	
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work. ◆ Ability to manage time effectively. 	
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity. 	
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people. ◆ Initiative and the ability to follow instructions. ◆ Work as part of a team. ◆ Be flexible to changing demands of the post. ◆ Take pride in a job well done. 	<ul style="list-style-type: none"> ◆ Positive outlook ◆ Good sense of humour.
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role. 	

Further Information

Up to date information including policies and procedures may be found on our website,
www.abbotsripton.cambs.sch.uk