



Post Title: Kitchen Assistant/Midday Supervisor
Responsible to: Catering Manager and Headteacher
Hours: **Monday to Friday (10 to 15 hours p/w)**
Salary: **p/h (According to experience)**

We hope that this recruitment pack will give you all of the information you need to complete your application for the position of Kitchen Assistant/Midday Supervisor at the Pines Primary School.

Please pay close attention to the advert, job description and person specification as shortlisting will be based on meeting the criteria stipulated in these documents. The Pines Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. DBS checks and disqualification declaration will be required for this post. Shortlisted candidates will be contacted and references sought prior to interview. Any offer of a position will be subject to satisfactory references and DBS checks.

Please forward your completed application form **and covering letter** to office@thepinesprimary.co.uk by noon on Friday 21st January.

Kitchen Assistant/Midday Supervisor – Roles and Responsibilities

Duties and Responsibilities

The main areas of work responsibility will be the kitchen and dining areas or areas of the school used during the dinner break, including areas where the children wait or queue for their meal

The Midday Supervisor/Kitchen Assistant must act as a responsible caring adult with the health, safety and welfare of the children always in mind, must show conduct which commands respect and must see that the children behave sensibly and quietly.

The Midday Supervisor/Kitchen Assistant must be aware of how to get access to the first aid equipment and to the telephone, and of the fire evacuation procedures in the event of it not being possible to contact the Headteacher or Assistant Headteacher.

Duties and responsibilities – Supporting in the Kitchen

- To assist in the preparation, cooking and serving of meals to pupils in line with training, legislation and food safety practises detailed in the policy booklet.
- To take appropriate care with allergies and other dietary needs.
- To carry out sanitary duties including hall areas, operating dishwasher and kitchen related cleaning in line with legislation.
- To operate kitchen equipment safely and efficiently, as trained.

Duties and responsibilities – supervision of dining areas

- Set up the dining hall ready for lunch service
- See that the overall arrangement for children to dine promotes an orderly and pleasant meals service
- See that any spillage is removed quickly. Have an arrangement so that a floor cloth, dust-pan, and brush is readily accessible.
- See that trays / plates are not left in dangerous positions, and are cleaned where necessary.
- To assist pupils with the proper use of cutlery, drinking facilities or other aspects of the midday meal.
- Ensure the dining areas are left clean and tidy.
- Ensure acceptable standards of behaviour are maintained
- Once lunch has been eaten engage with the children in activities outside which promote healthy and active lifestyles if required
- Regularly rotate activities on offer to the children
- Promote the inclusion of all pupils

Duties and responsibilities – training

- Participate in appropriate school-based meetings and training activities as required
- Review and develop own professional practice by attending relevant courses as required

Duties and responsibilities – safeguarding

- To respect the confidentiality of sensitive information divulged by staff, parents/carers and pupils
- Contribute to the overall ethos, aims and work of the school
- To understand and comply with the school's Child Protection policy and guidelines.
- Maintain confidentiality at all times and to observe Data Protection guidelines
- Understand and comply with the school's equal opportunities and other policies
- Understand and comply with the school's behaviour policy
- To understand and comply with the School's Health and Safety policy
- Ensure the health, safety and welfare of pupils is maintained at all times
- Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
- Deal with any immediate problems or emergencies in accordance with the school's policies and procedures.

PERSON SPECIFICATION

- Previous experience in the catering industry is an advantage, however not essential as training will be given.
- Person must carry a high level of personal hygiene.
- Must be able to follow recipes, calculate quantities and have a good understanding of basic cooking principles.
- Person will have a desire to provide nutritious, attractive and tasty meals.
- Be able to carry out tasks in a timely and efficient manner.
- Be a team player but also take own initiative to solve problems quickly and work independently.
- Person will be able to carry out some heavy-duty tasks such as shifting tables, lifting heavy pots and boxes.
- Person will have a flexible approach to working with an occasional increase of hours to meet the needs of the school.
- Person will be of a fun, kind and positive nature and be able to use own initiative to interact with pupils and communicate clearly and professionally.
- Person will be prepared to undertake a level 2 food hygiene course and DBS check prior to starting.