



Job Profile

Post title: School Kitchen Co-ordinator (Part-time)

Reports to: Headteacher

Hours per week: 3 hours per day (Monday to Friday, 15 hours per week)

Purpose of the Job:

To serve the school dinners to children and organise the school kitchen.

Roles and Responsibilities:

1. Operational

- Collect school meals from Windermere School (Browhead Campus) and return previous day's containers. (The kitchen coordinator uses their own vehicle and claims for mileage to and from Windermere School.)
- Serve meals from Ambleside CE Primary School kitchen.
- Clean dishes after school lunch using the school's dishwasher and cleaning equipment.

2. Resources

- Ensure the maintenance of a clean and orderly working environment.
- Report faulty equipment and other maintenance requirements to the appropriate person.
- Ensure that lights and other equipment are switched off as appropriate.
- Comply with school security arrangements, i.e. securing entrances and exits as appropriate and reporting potential security breaches.

3. Responsibilities

- Support the compliance of the food delivered within current legislation or guidelines.

4. Organisational

- Comply with current Food Safety legislation.
- Ensure compliance with all health and safety policies and procedures.
- Maintain high standards of food hygiene and cleanliness in the kitchen and dining areas in accordance with domestic and catering standards.
- Operate everyday equipment in accordance with instructions including daily quality and safety checks on equipment in advance of its use.
- Ensure effective portion control and minimise wastage.
- Ensure the security of the kitchen, associated stores and surrounds.

5. General

- Be aware of and comply with policies and procedures relating to child protection, health & safety, confidentiality and data protection and equal opportunities reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school/ Trust.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Values

Every member of the Trust family of schools will be valued and encouraged to fulfil their potential. In our Trust we believe:

- Everyone has something to offer.
- Trust, honesty, empathy and social responsibility are the Christian values that frame our work.
- We are here for the whole person, spiritually, morally, educationally and socially.
- In working with transparency and openness.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

Person Specification: Catering Assistant

| | Essential | Desirable |
|------------------------------------|---|---|
| Training will be given in: | <ul style="list-style-type: none"> • Food Hygiene • Allergy Awareness • Safeguarding children in schools • First aid | |
| Experience | | <ul style="list-style-type: none"> • Experience of working in a kitchen and/or education environment. |
| Professional Values | <ul style="list-style-type: none"> • Wish to work within a school and be sympathetic to the school's ethos and aims. • Adopt a flexible approach to working. | |
| Knowledge and understanding | <ul style="list-style-type: none"> • Understand special dietary requirements including those related to allergies, how to provide for them and any potential implications for the individuals concerned | <ul style="list-style-type: none"> • Able to follow the school's Child Protection Policy and relevant safeguarding procedures. |
| Skills | <ul style="list-style-type: none"> • Drivers' license and use of own car. • Ability to work as part of a team • Ability to communicate effectively, relating well to people at all levels. • Be able to promote a positive working environment; • Be able to use initiative. | |
| Personal characteristics | <ul style="list-style-type: none"> • Knowledgeable and highly competent • Punctual • Approachable and empathetic • Organised and resourceful | |
| Special requirements | <ul style="list-style-type: none"> • Have or be willing to undergo an Enhanced DBS disclosure check • Occasional attendance at meetings or training events outside normal hours (hours paid in addition to normal hours) • Committed to ongoing personal development | |