



HEATHERMOUNT SCHOOL

JOB DESCRIPTION

POSITION: Lunchtime Kitchen Assistant

REPORTS TO: Chef

LOCATION: Heathermount School

MAIN PURPOSE:

To support in the day-to-day running of the kitchen and assist with lunchtime service for children. Duties include food preparation, cleaning, stock organisation, and serving meals while helping to create a safe, positive, and hygienic environment.

MAIN TASKS AND RESPONSIBILITIES

Duties will include, but are not limited to:

- Washing, peeling and preparing food ingredients
- Reviewing kitchen inventory and determining what items are needed
- Unloading fresh supplies and organising the stockroom
- Checking expiry dates and rotating food stock
- Cleaning kitchen appliances, ovens, dishes and pans
- Observing cooking times and correct temperatures
- Serving food to children during lunchtime in a safe and friendly manner
- Supporting and supervising children during mealtimes
- Encouraging good table manners and positive behaviour
- Assisting with setting up and clearing dining areas
- Following food hygiene and health & safety regulations at all times
- Reporting any issues or hazards to the supervisor
- Working as part of a team to ensure efficient service

PERSONAL DEVELOPMENT, SUPERVISION AND TRAINING

- Participate in regular support, appraisal and review meetings with line manager
- Continuously develop professional knowledge and expertise, attending and participating in learning and development events, meetings, conferences, and events (as requested/approved by line management) to ensure up to date knowledge relevant to the role
- Attend and participate in team and other meetings, both internal and external

POLICIES AND PROCEDURES

- The post holder will be expected, at all times, to be familiar and comply with the written policies, procedures and guidelines for good practice.
- Ensure the Health & Safety policy and procedures are adhered to at all times.

- Take personal responsibility for your own health and safety and report incidents and potential hazards as necessary.

CHILD PROTECTION

All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the school's procedures for raising concerns about children's welfare and must report any concerns to the Designated Safeguarding Lead without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the school as relevant to their role.

ETHICS AND CONFIDENTIALITY:

The school operates in a constantly changing environment and as such work priorities and objectives may change. The school reserves the right to make reasonable changes to the job purpose and accountabilities.

All staff are required to respect the confidentiality of all matters they may learn relating to their employment, other members of staff and the general public.

This job description is intended to be a dynamic document, subject to agreed alteration and development in line with the evolution of the role.

Staff member's name:

Signature:

Date: