



# HEANOR GATE SCIENCE COLLEGE



“Develop all learners to achieve their full potential”  
“Create a culture of aspiration”

Principal: **Mr S Huntington**

## Job Description

Post holder's name:

Job title(s): Kitchen Assistant

Salary scale: NJC8

Hours: 10 hours per week (to cover lunchtime) with flexibility on inset days  
Five days per week  
Term time only

Team leader: Catering Manager

I, the above named post holder, have been consulted regarding the contents of this job description and agree with the duties and responsibilities of the post, as listed below.

Signed ..... (post holder)      Date: .....

## DUTIES AND RESPONSIBILITIES:

The School's expectations of a high achieving member of staff with this responsibility are that they will:

- Carry out basic preparation of food and simple cooking (ie, frying).
- Carry out general kitchen duties, eg, washing-up, dishwasher, etc.
- Clean kitchen, its surroundings and equipment.
- Serve meals ensuring correct portion control is observed.
- Operate the till at break and lunchtime.
- Work a rota system to ensure all areas of basic kitchen work are covered in any eventualities.
- Cover the food preparation areas (eg, sandwiches, etc) in case of absence.
- Ensure all food preparation is carried out using Good Hygiene guidelines.
- Ensure that the Health and Safety Act is observed within the kitchen.
- Be prepared to give practical help in any part of the kitchen should the need arise.
- Carry out any other reasonable duties as requested by the Catering Manager.

## **ALL EMPLOYEES**

**Our expectations of all High Achieving employees are that they will :**

### **CORE VALUES**

- Be committed to being part of and actively promoting a high consensus school with shared beliefs, values and goals.
- Be aware that children's learning is at the centre of what we are about and that learning is a partnership.
- Have an awareness of human relationships and emotional intelligence and the need for respect, recognition, reinforcement and communication.
- Have a knowledge of the current Health and Safety Policy which must inform all practices.
- Have a vision of how things should be and a moral sense of how to get there.
- Be aware of and care for the physical and emotional state of resources and environment/community.
- Provide a challenging learning environment for the student.

### **POSITIVE REINFORCEMENT**

- Be aware that leadership is part of everyone's job description and that leadership has to be pervasive.
- Act as positive role model and exemplify the culture of learning.
- Enthuse members of the community to model the sorts of positive attitudes and behaviour we seek to support.
- Contribute to the creation of a positive and supportive learning environment by giving specific feedback about what an individual has achieved, using praise at every opportunity and freely communicating and sharing information where appropriate.
- Provide opportunities for the celebration of success and help to build and maintain positive self-esteem for themselves and others.
- Realise the need to separate the personal from the professional and the person from the behaviour.

### **PERSONAL AND PROFESSIONAL RESPONSIBILITY AND DEVELOPMENT**

- Be consistent in living to and applying a set of personal beliefs and values consistent with relevant school policies and procedures.
- Operate in a culture of continual development and growth having high expectations of themselves and what is expected of them.
- Be aware that a learning employee who is able and willing to learn from experiences is the most effective employee.
- Be clear about and work within the roles and responsibilities of themselves and others.
- Value personal growth and development, be self-motivated and have the skills and knowledge to fulfil their role.
- Keep records appropriate to and commensurate with their roles and responsibilities and school policy.
- Manage resources effectively and fairly.
- Be involved in the planning of work at a team level within the context of the school development plan.
- Give respect and consideration to those students with special needs.
- Carry out any other reasonable duties as directed by the Principal

### **WORKING WITH YOUNG PEOPLE**

- Support the school's agenda for safeguarding and promoting the welfare of students.
- Provide positive and appropriate role model in day to day dealing with individual students and groups of students at all times.
- Form and monitor appropriate relationships and personal boundaries with students.
- Ensure that concerns regarding inappropriate practice/behaviour by colleagues are reported directly to the appropriate line manager.