



## Job Description

Abbot's Hill School recognises the importance played by each member of staff in achieving its overall aims and objectives and recognises that a clear summary of duties, roles and responsibilities will assist job holders in making their best personal contribution. Job descriptions should be reviewed on a regular basis and amended as appropriate.

<b>Job Title</b>	Nursery Kitchen Assistant
<b>Responsible to</b>	Nursery Manager/Deputy Manager
<b>Date Required</b>	January 2020
<b>Purpose of Role</b>	<p>To provide support for the Nursery Cook as directed and to provide support for the nursery team during meal times.</p> <p>On a day to day basis, producing and preparing food to the required specification for the full catering service, whilst complying with Food Hygiene and Health &amp; Safety legislation.</p> <p>You will work as a key member of the kitchen team in a professional manner, ensuring high standards in quality and presentation of food is maintained.</p>
<b>Key Relationships</b>	
<b>Internal</b>	<p>Nursery Manager/Deputy Manager                      Nursery Cook                      Nursery Staff                      School Head Chef</p>
<b>External</b>	<p>Third Party Suppliers                      Customers</p>
<b>Main responsibilities/duties</b>	<p><b>Food production</b></p> <ul style="list-style-type: none"> <li>• Prepare ingredients by washing and chopping vegetables, cutting meat and other tasks as instructed.</li> <li>• Prepare food for snack and tea service as per the menu and to the required specification.</li> <li>• Ensure all food at point of service is to a high standard, and well-presented throughout service.</li> <li>• Provide support when required in other parts of the kitchen. This may include portering if necessary.</li> <li>• Ensure goods received are to an acceptable standard, and that stock is rotated and stored correctly.</li> </ul>

	<p><b>Snack and Tea Service</b></p> <ul style="list-style-type: none"> <li>• Ensure the food is made to an acceptable standard and is presented to the children in an appealing manner.</li> <li>• Ensure food offered to children is of a safe temperature.</li> <li>• Assist the nursery cook with the clearing down from lunch service.</li> <li>• Respond to requests from nursery staff in a professional manner.</li> <li>• Clear down from tea service.</li> <li>• Shut down the kitchen and help to prepare food for the next day.</li> </ul> <p><b>Food Hygiene and Health &amp; Safety</b></p> <ul style="list-style-type: none"> <li>• Wear the correct uniform at all times, including safety shoes.</li> <li>• Ensure compliance with School Food Safety policy, Health &amp; Safety legislation, and School Health &amp; Safety policy.</li> <li>• Carrying out cleaning as per the cleaning schedule.</li> <li>• Ensure all accidents and near-misses are recorded and report any Health and Safety hazards to the Nursery Deputy Manager (or Manager in her absence).</li> </ul> <p><b>Staff relations</b></p> <ul style="list-style-type: none"> <li>• Set a good example to others by working in a positive and professional manner.</li> <li>• Treat your colleagues with respect and courtesy at all times.</li> <li>• Follow instructions from your line manager in a positive and professional manner.</li> <li>• Attend staff training as required.</li> <li>• Attend staff meetings in order to develop and maintain a committed team.</li> </ul> <p><b>Customer care</b></p> <ul style="list-style-type: none"> <li>• Maintain a professional image by being polite, helpful and courteous at all times</li> <li>• Encourage feedback from pupils and other customers regarding the services provided.</li> <li>• Deal with any customer complaints promptly and in a professional manner.</li> </ul>
<b>Additional requirements</b>	<ul style="list-style-type: none"> <li>• Perform any other reasonable duties as dictated by the needs of the school. The post holder will need to be flexible and respond to changes in situations.</li> </ul>
<b>Skills required</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills.</li> <li>• Ability to prioritise and meet deadlines.</li> <li>• Pro-active and highly organised.</li> <li>• Determination to complete a task or action and get the job done on time and to the required standard.</li> </ul>

	<ul style="list-style-type: none"> <li>• Shows good judgment in a range of situations.</li> <li>• Develops good working relationships with other people (pupils, parents, colleagues), listens carefully and responds to feedback sensitively.</li> <li>• Is a good strong team member but also able to use own initiative.</li> <li>• Is adaptable, flexible and resourceful and able to respond to, and manage, change.</li> <li>• Previous experience in a commercial catering environment – ideally in a School situation.</li> <li>• An interest in food and food production.</li> <li>• Represents the school in a professional manner.</li> <li>• The successful candidate will hold a minimum NVQ Level 2 Food Hygiene Certificate (training will be provided if required)</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to GCSE level.</li> <li>• The successful candidate will hold a minimum NVQ Level 2 Food Hygiene Certificate (training will be provided if required).</li> </ul>
<b>Hours of work</b>	<p>27.5 hours per week.</p> <p>11 am - 5 pm (30 minutes unpaid break), Monday to Friday, all year round (52 weeks contract).</p> <p>There is also a requirement to attend monthly staff meetings, INSET/Training days, whole school Open Days and other major School events as directed.</p> <p>Overtime paid for all hours worked above basic hours.</p>
<b>Holidays</b>	25 days holiday pay entitlement a year (to be taken during school holiday periods).
<b>Salary</b>	£8.46 per hour / £12300 per annum (based on an FTE of £17,597).
<b>Safeguarding</b>	<p>The safety and welfare of children is paramount; all applicants will be subject to background checks to ensure their suitability to work with children. These will include (but are not limited to) reference checks, police checks and DBS checks.</p> <p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken via the Disclosure and Barring Service. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.</p> <p>This post will be exempt from the provisions of Section 4 (2) of the</p>

	<p>Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.</p> <p>The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily exclude you from consideration for this appointment.</p>
<p><b>Privacy Notice</b></p>	<p>For information, the School's Privacy Notice can be found at:</p> <p><a href="https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf">https://www.abbotshill.herts.sch.uk/wp-content/uploads/2018/05/Privacy-Notice-including-Appendix.pdf</a></p>