

## **Kitchen Assistant**

**Required to start from the 23<sup>rd</sup> April 2025**

12.5hrs per week for 38 weeks.

Permanent contract

Newton Poppleford Primary School is a maintained school based in East Devon. We are seeking to appoint a kitchen assistant to join our wonderful catering team.

You will need to be an enthusiastic, self-motivated and hard-working team player who can assist our kitchen manager and team in providing high quality meals for our students and staff.

You will need to have an appreciation of the challenges of working in a busy kitchen and be willing to carry out a variety of roles that may change on a day-to-day basis. The ability to be flexible is a key skill.

Ideally, you will have previous catering experience with food hygiene certificate an advantage.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment. Our Child protection policy is available on our website.

This role requires a DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

Please note, in line with our Safer Recruitment policy, references will be requested after shortlisting as part of the selection process.

Please contact Angela Nash on 01395 568300 if you would like further information about this post; telephone appointments can be made.

Please ask for an application form and job description from the main office or they can be downloaded from the school website:

Completed application forms are to be submitted by 12 noon on the closing date to [angelan@newton-poppleford.devon.sch.uk](mailto:angelan@newton-poppleford.devon.sch.uk)

Closing Date: Monday 24<sup>th</sup> March 2025

Interview Date: Tuesday 25<sup>th</sup> March 2025

## Job Description

<b>Position Title</b>	<b>Kitchen Assistant - Generic</b>		
<b>Location</b>	Newton Poppleford Primary School		
<b>Reporting to</b>	Kitchen Manager		
<b>Position Number(s)</b>	N/A		
<b>Grade</b>	A		
<b>Directorate/Section/School</b>	Catering staff		
<b>Effective date of JD</b>	18/03/2025	<b>JE Job Number</b>	G.0449

### **Job Purpose including main duties and responsibilities:**

The purpose of this job is to assist the cook to prepare meals. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

#### Main Duties and responsibilities:

- Assist with the preparation, cooking and serving of meals taking into account any special dietary needs.
- Food preparation: both on site serving and for other schools if required.
- Ensure all health and safety and food hygiene regulations are maintained within the kitchen environment.
- Ensuring a good standard of cleanliness is maintained
- Ensuring adequate food supplies.
- Reporting problems raised.
- Report any cancellations or extra meals needed and maintaining records.

If this document has been printed please note that it may not be the most up-to-date version.

For current guidance please refer to The Source.

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**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management	◦	◦	◦
Experience	◦ Experience of working in a catering establishment / large kitchen, mass catering	◦	◦
Practical Skills	◦ Ability to prepare food / wash dishes	◦	◦
Communication	◦ Basic communication skills ◦ Ability to fulfil all spoken aspects of the role with confidence and fluency in English	◦	◦
Personal Qualities	◦	◦	◦
Strategic Thinking	◦	◦	◦
Technology / IT Skills	◦	◦	◦
Education and Training	◦	◦	◦
Equal Opportunities	◦ Devon County Council and it's staff have a Statutory obligation to implement anti-discriminatory and equal opportunities when carrying out their duties	◦	◦ Demonstrate knowledge at Interview
Physical	◦ Able to carry out the duties of the post with reasonable adjustments where necessary	◦	◦ OH1
Other relevant factors	◦ Commit and conform to DCC Customer Service Standards	◦	◦

**1. Supervision and Management:**

No supervision or management is required in this job.

**2. Creativity and Innovation:**

Any issues or problems will be reported directly to the line manager rather than being solved by the role holder.

**3. Links with other officers, Service users or Members of the Public:**

Standard non contentious information will be shared with other kitchen staff and care home professionals.

**4. Levels of Responsibility:**

All decisions are determined by the Cook and these decisions are followed by the Assistant Cook. Any issues that may arise will be referred back to the Cook.

**5. Effects of Decisions:**

None.

**6. Resources:**

No resources are allocated to this post

**7. Work Demands:**

Deliveries and mealtimes are strictly timetabled however there may be some late changes to quantities required on an ad hoc basis. These changes however do not change the nature of the work.

**8. Physical Demands:**

Due to the nature of the work there will be occurrences of physical effort in a hot environment. Physical activity will include bending, lifting, stretching and working within awkward / confined positions.

**9. Working Conditions:**

The kitchen environment can be hot, often very noisy, due to machinery / equipment in operation.

**10. Work Context:**

Kitchen Assistant will be exposed to a normal kitchen working within a hot environment, standing with moderate noise. While undertaking cleaning activities the relevant protective clothing will be worn.

**11. Knowledge and Skills:**

The job requires a basic level of Food Hygiene knowledge and an awareness of various dietary requirements.

**Job GLPC profile – to be completed by the J.E team**

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

**Signatures:**

**Job Description agreed by:**

**Line/Originating Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Job Holder (if in place):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Head of Service/Head teacher** \_\_\_\_\_ **Date:** \_\_\_\_\_