



NOW HIRING

GENERAL KITCHEN ASSISTANT

Permanent Appointment

Required for: Date TBC 2026, or sooner by agreement

| | |
|------------------------|--|
| Title of Post: | General Kitchen Assistant |
| Salary Grade: | Skill Zone 1/Pay Band 2 <i>This role is working Term-time only, so does not require having to work during 13 weeks of school holidays</i> |
| Responsible to: | Catering Manager |
| Hours of Duty: | 15 hours per week, term time <i>To be worked Mon - Fri: 11.00am - 2.00pm</i> |
| Contract Type: | Permanent appointment |

Job Purpose:

Under the direction of the Catering Manager & Cook Supervisor, the post holder is required to assist in the provision of an extensive catering service within school. This includes food preparation, customer service, cash point duties, kitchen and dining room cleaning tasks.



JOB DESCRIPTION

MAIN PURPOSE OF THE ROLE:

- Working as part of our established Canteen team, the role holder will help provide catering services to the school on a daily basis to a cohort of c1,500 students plus staff. Broad role responsibilities are detailed below within food preparation and service, food services cleaning and wash-up and health and safety.

FOOD PREPARATION & SERVICE RESPONSIBILITIES:

- Carry out the preparation of snacks and main meals, to include simple cooking tasks, as directed by the Catering Manager / Cook Supervisor
- Assist with the service of meals as directed, providing friendly and positive encouragement of students to try a variety of foods
- Undertake customer service duties to include the preparation of service counters, processing food orders, operating point of sale systems and maintaining a clean dining area
- Ensure entry to the dining room is managed in line with established school policies and procedures

FOOD SERVICE CLEANING & WASH-UP DUTIES:

- Undertake regular thorough cleaning of all catering equipment, large and small, including fryers, to ensure that equipment is cleaned to a high standard; maintaining catering-controlled areas through routine cleaning and periodic deep-cleaning schedules
- Carry out the washing of kitchen utensils, service equipment and dining room crockery by hand or machine, including specialist items such as coffee machines and hot vending machines
- Carry out cleaning and clearing of the kitchen and dining areas, including furniture movement and floor cleaning using appropriate equipment (e.g. using floor scrubbing machine, sweeping, spot mopping). Ensure the dining room is vacated and cleaned promptly to support its effective use for educational activities

HEALTH AND SAFETY REQUIREMENTS:

- Always wear the provided uniform, including safety shoes, whilst on duty, to ensure that a smart and clean appearance is maintained and standards are upheld
- Reporting any defects to equipment or fabric to Canteen Manager/ Cook Supervisor
- Maintaining food handling and personal hygiene standards to ensure compliance with food hygiene regulations
- Ensuring all duties and tasks are carried out in accordance with procedures, risk assessment, standards of cleanliness and health and safety, as indicated within the policies of Catering Services; undertaking training to enhance/maintain skills and knowledge
- Ensuring that high standards of safety and cleanliness are upheld at all times to prevent risks to yourself and others

GENERAL DUTIES & SUPPORT FOR THE SCHOOL:

- Ensure that confidentiality is maintained and service users' choices respected, while remaining sensitive to learning disabilities and challenging behaviour
- Assist with stock control; noting ingredients order details, using barcode labels, stock rotation
- Putting food stocks away; checking for dates and damage
- Undertake other duties appropriate to the grade and responsibilities of the role, as may be required to support wider operations of the school
- Be aware of and comply with policies and procedures relating to health, safety, confidentiality and the safeguarding and child protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Be responsible for the care and security of school equipment and resources used in carrying out duties
- Attend and participate in regular meetings and training/ learning activities associated with your work, on occasions this may be outside of your usual working pattern
- Receive supervision and guidance from your line manager and participate in performance management processes

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated officer. This post could involve moving, for a short period of time, to a similar role in a different school should the need arise.

PERSON SPECIFICATION

| QUALIFICATIONS AND EXPERIENCE | ESSENTIAL/ DESIRABLE | ASSESSED THROUGH Application Interview CV Pre-Employment Checks | |
|--|-------------------------|---|-----|
| Experienced in customer service and undertaking cleaning to a high standard, as part of previous employment | E | C | I |
| Experienced with catering; food handling and preparation | D | C | I |
| Qualifications in Catering, First Aid and Food Hygiene | D | C | I |
| DISPOSITION | | | |
| Enthusiastic and positive approach. Able to work as a member of a close-knit team. | E | C | I |
| Calm approach when under pressure working in a busy environment with varied role responsibilities. | E | C | I |
| Confidence and presence to liaise with students and staff at all levels | E | C | I |
| Able to follow guidance and instructions | E | C | I |
| Ability to work independently as needed and use own initiative, with support of Catering Manager/ Cook Supervisor | E | C | I |
| Flexibility to development and changes in the nature of the work; takes pride in their work and happy to contribute ideas to enhancing the offering of the catering service | E | C | I |
| Organised, efficient and methodical | E | C | I |
| SPECIALIST KNOWLEDGE & SKILLS | | | |
| Understanding of Health and Safety Policies and regulations and their importance; training will be provided about Health and Safety and Food hygiene within school | E | I | |
| Experienced in the appropriate use of catering equipment | D | I | |
| KNOWLEDGE & SKILLS | | | |
| Experienced with meeting deadlines and working to fixed timescales | E | C | I |
| Ability to learn and use computerised till, with training | E | C | I |
| Experienced in cleaning to a high standard, using cleaning materials appropriately, (ideally within a catering environment) | E | C | I |
| A flexible approach to working additional hours on occasion (with prior notice and by agreement) to support school objectives e.g. to include attending training and to meet catering deadlines for one-off school events e.g. School Proms, Higher Education Fair | E | I | |
| CIRCUMSTANCES/INTERESTS | | | |
| Required to meet the normal hours of attendance | E | C | I |
| Physically able to carry out the role responsibilities, which requires mobility around the kitchen area, able to bend & lift and carry out cleaning of equipment and kitchen and dining areas; also assisting with stock control | E | C | I P |
| Satisfactory police check | E | P | |
| Isle of Man worker | D | A | |



SAFEGUARDING

The Department of Education, Sport and Culture is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff are required to undertake training with regard to the safeguarding and welfare of children and young people and the Department commits to providing this training e.g. via induction, on-line, briefings at staff meetings inset days etc., as appropriate.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact and to adhere to, and ensure compliance with, the Safeguarding Children Board Child Protection procedures and the school/service's Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children School/Service, they must report any concerns to the designated Safeguarding lead in their area or to the department's Child Protection and Safeguarding Officer.

The contents of this job description may be reviewed and updated as necessary to ensure that it remains accurate and complete. All changes will be made in discussion and with the agreement of the Head of Service or designated Officer.