

## **Post**

### ***Kitchen Assistant***

***Salary: £10,530 per annum***

***32½ hours per week***

***Term Time + PD days***

***Closing date for applications: 6 June 2017***

A Kitchen Assistant is required as soon as possible. The successful candidate will work under the direction of the Catering Manager.

## **Safeguarding Responsibilities**

You have a statutory responsibility to report any safeguarding concerns to the Designated Child Protection Officer or other designated persons. If these persons are not available, concerns should be reported direct to Family Connect. All employees have a responsibility to ensure that the Academy's Child Protection, Safeguarding and e-Safety Policies are adhered to, and concerns are raised in accordance with these policies.

## **Health & Safety**

- To take reasonable care of your own Health & Safety
- To use work items provided correctly and in accordance with training and instructions
- To adhere to the Academy's Health & Safety Policy

## **Security and Data Protection**

All employees are expected to work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

## **Duties**

- Work in conjunction with other Kitchen Assistants to provide appropriate food for the students and staff
- Implement the Hygiene and Health and Safety Regulations as directed by the line manager
- Maintain personal hygiene to health and hygiene standards
- Ensure that the Health and Safety at Work Act Regulations, regarding the use and cleaning of equipment, are adhered to
- Ensure that the kitchen is always clean and organised to the satisfaction of the line manager
- Be trained in the use of the cash registers, as required
- Work in any area of the kitchen, as required by the line manager
- Carry out the following specific duties:
  1. Wash up of crockery, cutlery etc, from the Restaurant, the Hospitality Suite and Admin Office
  2. Wash kitchen cloths
  3. Strip down and clean machines
  4. Clean Restaurant and general tidying up
  5. Wash up equipment used during preparation and cooking of food
  6. Clean kitchen appliances and work surfaces in accordance with cleaning schedules
  7. Put away deliveries and ensure rotation of stock
  8. Prepare, cook and serve food
  9. Ensure good presentation of food on the Servery
- Wear the uniform provided by the Academy at all times when working

## **General Duties**

The post-holder will be expected to:

- Attend an annual Performance Management interview and where necessary, training or INSET sessions as directed by the Headteacher or Line Manager
- Be versatile and adapt to a range of tasks
- Establish good working relationships with staff and students in the Restaurant
- Be an active part of the departmental team
- Act as a role model for the students, adopting the Academy's Dress Code
- Comply with any reasonable request from their Line Manager or Headteacher to undertake work of a similar level that is not specified in this Post Description

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

## **Application**

### **Safeguarding**

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Academy staff assume responsibility for promoting and safeguarding the welfare of children. The successful candidate will be required to undertake an enhanced disclosure via the Disclosure and Barring Service (DBS).

All recruitment procedures are conducted within the parameters of Equality Act 2010 and current employment legislation.

### ***Completed application forms should be returned to:***

Mrs S Davies  
Headteacher's PA  
Madeley Academy  
Castlefields Way  
Madeley  
TELFORD TF7 5FB

Or by email to:

[sdavies@madeleyacademy.com](mailto:sdavies@madeleyacademy.com)