



**Boroughbridge**  
High School

## **General Kitchen Assistant**

**Term Time Only (Plus training days).**

**NYCC Grade A: £9,366 per annum (£10.50 per hour)**

**Immediate Start**

**20 hours per week (Monday to Friday)**

**Contributory pension scheme, employee discounts and generous holidays**

**Boroughbridge High School are seeking to appoint a self-motivated Catering Assistant(s) to join our successful Catering Team. We operate to the highest standards of food safety and offer great customer service.**

Working hours will be carried out between 10am – 2pm. You will work Term Time only, plus 4 days (3 Cleaning days and 1 training day).

In return, we offer a competitive salary, an Employee Discount Scheme and access to a contributory local pension scheme.

You will be able to support food service/basic preparation, stock rotation and general kitchen tasks. No previous experience is necessary but you must be willing to undertake necessary training e.g. Food Hygiene.

We are seeking a highly motivated individual for this role.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An Enhanced DBS check will be required for this post.

For an application form please visit our school website.

Completed application forms should be returned via email to

[vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com)

or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth

*Please note that CVs will not be accepted.*



# Information on How to Apply

Please download an application form and complete.

Please use the section 16 “Supporting Evidence” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed application forms should be returned via email to [vacancies@boroughbridgehigh.com](mailto:vacancies@boroughbridgehigh.com) or by post to Boroughbridge High school, Wetherby Road, Boroughbridge, YO51 9JX and marked for the attention of Wendy Firth.

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful. In that event, may we wish you well in your search for a suitable position.

BOROUGHBRIDGE HIGH SCHOOL

ED6702

*All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan*

### General Kitchen Assistant

<i>Responsible to:</i>	<ul style="list-style-type: none"> <li>• Head Chef</li> </ul>
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<i>Salary NYCC Band:</i>	<b>Grade A</b>
<i>Full Time/Part Time:</i>	<b>Part Time</b>
<i>Hours:</i>	<b>20 hours per week</b>
<i>Full Year/Term Time Only:</i>	<b>Term Time Only plus 4 days (3 Cleaning days &amp; 1 Training day)</b>

### Professional Responsibilities

#### ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Head or Line Manager

## Boroughbridge High School

POST: General Kitchen Assistant	
GRADE: Grade A	
RESPONSIBLE TO: Cook	
STAFF MANAGED: None	
POST REF: JOB FAMILY: 4	
JOB PURPOSE:	The core focus of this job is to assist the Cooks in delivering an efficient catering service operating to the highest standards of food safety. The post holder will do this by carrying out duties such as basic food preparation, working on the tills, serving meals to children and staff, washing up and cleaning the kitchen and dining room.
JOB CONTEXT:	<p>Works within the school kitchen and dining room, where the post holder will be subject to some disagreeable working conditions e.g. heat and noise. There will be a requirement to carry out deep cleaning of ovens and other kitchen equipment. Protective clothing will be provided e.g. apron</p> <p>The post holder is not carrying out arithmetic calculations.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• Carry out basic food preparation tasks, for example, preparing fruit and vegetables, making sandwiches and removing items from ovens.</li> <li>• Refill consumables</li> <li>• Putting out dining tables and chairs and cleaning them after service</li> <li>• Serving food and beverages to pupils and staff</li> <li>• Tidying up the kitchen and dining room and carrying out cleaning and washing up duties</li> <li>• Sweeping and mopping floors</li> <li>• Removing waste and rubbish to the designated area</li> <li>• Deep cleaning of equipment</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicates with children and young people at service times, to ascertain their needs and support them in developing good dietary habits</li> <li>• Listen actively and respond to the concerns of children and young people</li> <li>• Oral communication with the Cook and other colleagues in relation to carrying out duties and reporting of potential hazards in the kitchen.</li> </ul>

<b>Resource management</b>	<ul style="list-style-type: none"> <li>• Assist the Cook and other kitchen staff in the careful use and maintenance of equipment including reporting faults to the Cook etc.</li> <li>• Use efficiently services such as gas, electricity and water</li> </ul>
<b>Skills Development</b>	<ul style="list-style-type: none"> <li>• Attend training courses as required including Food Hygiene and Health &amp; Safety</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
Systems and Information	<ul style="list-style-type: none"> <li>• Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> <li>○ The Food Safety Management System</li> <li>○ The COSHH Manual</li> <li>○ The Risk Assessment Manual</li> <li>○ Other relevant NYCC policies and procedures</li> </ul> </li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>
<b>Flexibility</b>	<ul style="list-style-type: none"> <li>• North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>• The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> <li>• The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>
Date of Issue:	January 2015

## **PERSON SPECIFICATION**

### **JOB TITLE: General Kitchen Assistant**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b>
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Basic knowledge and appreciation of the need for a caring approach with children with regard to the importance of healthy eating</li><li>• Knowledge and understanding the importance of good personal hygiene and cleanliness in relation to food preparation and storage'</li></ul>	
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of undertaking basic kitchen tasks</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a catering establishment carrying out basic catering</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• The ability to maintain a high level of food hygiene, food safety and health and safety standards when carrying out duties</li><li>• Be reliable, dependable and have a smart and tidy appearance</li><li>• Be able to work as part of a team</li><li>• Good interpersonal communication skills</li></ul>	
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Willingness to undertake necessary training e.g. food hygiene</li></ul>	<ul style="list-style-type: none"><li>• Level 1 Food Hygiene Certificate</li></ul>
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Enhanced DBS clearance</li><li>• Physical ability to carry out the duties of the role</li><li>• The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.</li></ul>	
<b>Behaviours</b>	<a href="#"><u>Link</u></a>

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.