



JOB DESCRIPTION

1. INTRODUCTION

1.1 NAME OF POST HOLDER:

1.2 Post Title: **School Kitchen Apprentice**

1.3 Post Purpose: The post holder will work under the guidance and the overall supervision of the Catering Manager. Assist with the production and serving of food items and in the care and cleaning of the kitchen and catering equipment, in accordance with the school standards and Food Safety standards.

1.4 Reporting to: The Catering Manager

1.5 Responsible for: Working as part of the Kitchen Team, to assist with food preparation, serving food, receiving food deliveries, record keeping and till operation. Completion of the Level 2 Production Chef apprenticeship.

1.6 Liaising with: School staff, pupils and visitors

1.7 Working Time: 37 hours a week term time only, between the hours of 7.00 a.m. to 3.00 p.m.

1.8 Salary/Grade: £4.50 per hour.

1.9 Term of appointment Fixed term contract for 21 months whereby the Level 2 Apprenticeship End Point assessment must be completed.

1.10 Qualifications Level 1 English and maths (working towards Level 2 English & maths if not already accomplished). GCSE pass in Food Technology desired but not essential

1.11 Disclosure level Enhanced

2. Responsibilities

2.1 Completion of Level 2 Production Chef Apprenticeship

As an Apprentice Kitchen Team member you will be working towards the Level 2 Production Chef Apprenticeship standard over the course of 21 months. This will involve 80% of the time in service and 20% in online training provided through Heart of Worcestershire College apprenticeship scheme, resulting in an End Point Assessment once the learning outcomes have been achieved.

As an apprentice you will learn:

2.2 Knowledge of kitchen operations:

2.2.1 Kitchen operations:

- Techniques for the preparation, assembly, cooking, regeneration and presentation of food.
- The importance of organisational/brand specifications and consistency in food production
- How to check fresh, frozen and ambient foods are fit for purpose
- Procedures for the safe handling and use of tools and equipment
- The importance of following correct setting up and closing down procedures



- Specific standards and operating procedures for organisations.

2.2.2 Nutrition

- Key nutrient groups, their function and main food sources
- The scope and methods of adapting dishes to meet specific dietary, religious and allergenic needs of individuals.

2.2.3 Legal and Governance:

- Allergens and the legal requirements regarding them.
- Relevant industry specific regulations, legislation, and procedures regarding food safety, HACCP, health and safety appropriate to organisation.
- The importance of following legislation and the completion of legal documentation.

2.2.4 People

- How to communicate with colleagues, line managers and customers effectively
- Principles of customer service and how individuals impact customer experience.
- How and why to support team members in own area and across organisations.

2.2.5 Business/Commercial

- The role of the individual in upholding organisations' vision, values, objectives and reputation.
- The financial impact of portion and waste control
- How technology can support food production organisations
- The importance of sustainability and working to protect the environment.

2.2.6 Personal Development and Performance

- How personal development and performance contributes to the success of the individual, team and organisation.
- How to identify personal goals and development opportunities and the support and resources available to achieve these.
- Different learning styles

2.3 Skills

2.3.1 Kitchen operations:

- Check, prepare, assemble, cook, regenerate, hold and present food meeting the needs of the customers and maintaining organisational standards and procedures.
- Use kitchen tools and equipment correctly to product consistently high quality dishes according to specifications.
- Take responsibility for the cleanliness, organisation and smooth running of the work area.

2.3.2 Nutrition

- Produce dishes to suit individuals' specific dietary, religious and allergenic needs as required.

2.3.3 Legal and Governance:

- Operate within all regulations, legislation and procedural requirements.
- Complete and maintain documentation to meet current legislative guidelines

2.3.4 People

- Use effective methods of communication with all colleagues, managers and customers to promote a positive image of yourself and the organisation
- Work in a fair and empathetic manner to support team members while offering a quality provision.
- Work to ensure customer expectations are met.

2.3.5 Business/commercial

- Work collaboratively to uphold the vision, values and objectives of the organisation.



- Use technology appropriately
- Maintain quality and consistency in food production by using resources in line with organisations' financial constraints, style, specifications and ethos.

2.6 Personal Development and Performance:

- Identify own learning style, personal development needs and opportunities and take action to meet those needs.
- Use feedback positively to improve performance

3.0 General school tasks

Assist with food preparation, including weighing ingredients, washing and chopping fruit and vegetables, making salads, drinks. Serve food including offering encouragement and guidance to assist pupils in making choices. Receive food deliveries, check off and put away. Operation of a cashless till (using biometric system). Develop the skills required in a working kitchen to include preparing and serving 2 different types of main meals and desserts; learning about allergens and nutrition based food; preparing vegetarian, meat and fish options; preparing snack style food option; making sure food is nutritious and part of a healthy balanced diet. Support maintaining a positive dining experience for pupils, tidying away during and after service.

4. STAFFING:

- 4.1 To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- 4.2 To continue personal development in the relevant areas including subject knowledge and teaching methods.
- 4.3 To engage actively in the Performance Management Review process.
- 4.4 To work as a member of a designated team and to contribute positively to effective working relations within the school.

5. COMMUNICATIONS & LIAISON:

- 5.1 To communicate effectively with pupils and staff.
- 5.2 To follow agreed policies for communications in the school.

6. SCHOOL ETHOS:

- 6.1 To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- 6.2 To support actively the school's corporate policies.
- 6.3 To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- 6.4 To comply with the school's GDPR policy
- 6.5 To comply with the school's Staff Code of Conduct

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



7. SIGNATURES:

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed
[Associate Staff]

Signed
(Headteacher)

Dated
[Associate Staff]

Dated
(Headteacher)