



# LOCKERS PARK SCHOOL

## LOCKERS PARK LANE HEMEL HEMPSTEAD. HP1 1TL

### Kitchen Assistant: Job Description

Reporting to: The Catering Manager and / or Chef on Duty

Shifts / Hours available:

- Afternoon/evenings 12.30pm - 7.00 / 7.15pm
- Afternoon/evenings 4.00pm - 7.00 / 7.15pm

All positions are term time only

Rate of pay: £7.90 per hour (25 and over – different rates apply for under 25's)

### Purpose of the role:

To actively participate in the daily operation of the Catering Department. To assist as directed with all aspects of general kitchen duties to provide an efficient and hygienic service to pupils, parents and staff as required by the School.

### Main Duties:

The normal duties of the post holder will include the following:

- Washing up, using an industrial dishwasher and manually
- Setting up and clearing down of tables
- Cleaning tables and chairs
- Emptying and cleaning bins
- Serving food
- Clearing away equipment
- Cleaning hot trolleys
- Cleaning of the kitchen and dining room surrounds and equipment to include all surfaces
- Mopping hard floor surfaces
- Replenishing housekeeping supplies in kitchen area
- Such other duties as may be allocated from time to time
- To attend training activities and / or meetings as required

**Lockers Park School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.**



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**Kitchen Assistant: Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Educational achievements, qualifications and training	<ul style="list-style-type: none"> <li>◆ Able to communicate clearly and follow instructions.</li> <li>◆ Basic reading and writing skills.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be prepared to develop and learn in the role.</li> </ul>
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> <li>◆ Ability to prioritise work</li> <li>◆ Ability to manage time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>◆ General understanding of the operation of a school</li> <li>◆ Basic knowledge of food preparation and hygiene</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>◆ An understanding of and commitment to equality of opportunity.</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>◆ Ability to communicate with a wide range of people.</li> <li>◆ Initiative and the ability to work without supervision.</li> <li>◆ Work as part of a team.</li> <li>◆ Be flexible to changing demands of the post.</li> <li>◆ Take pride in a job well done.</li> </ul>	<ul style="list-style-type: none"> <li>◆ Be happy, have a sense of humour</li> </ul>
Physical / Presentation / General	<ul style="list-style-type: none"> <li>◆ Must be in good health.</li> <li>◆ Must be of smart appearance with excellent personal hygiene standards.</li> <li>◆ Understand and implement child protection procedures</li> <li>◆ Have a basic understanding of Health &amp; Safety.</li> </ul>	

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