**Djanogly Learning Trust**

**Job Description**

**Djanogly Learning Trust Vision**

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

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| **Job title** | Kitchen Assistant |
| **Hours and weeks** | Part-time, Term time only |

**Djanogly Values**

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

* Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
* Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
* Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

**Djanogly Behaviours**

Employees will demonstrate their professionalism and promote a positive culture by:

* Behaving in a professional manner at all times
* Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
* Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
* Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
* Starting and ending the day with the same emotional constancy with every interaction.

**Job Purpose:**

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| * Support the cook to ensure that meals are well prepared, served and cleared away effectively
* To ensure the kitchen and associated equipment are maintained to the highest standard
* To provide children and adults with a friendly and effective service
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**Job Responsibilities:**

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| * To ensure all counters, fridges and tables are set up accordingly prior to service times.
* To assist with basic food preparation and cooking as directed by the cook and supervisor/assistant cook.
* To ensure attractive presentation of the food throughout service.
* To ensure the kitchen and serving area are clean and tidy at all times.
* To ensure service checks are recorded.
* To clean and clear all food service areas and the kitchen after service.
* To ensure the cleaning schedule is followed in accordance with HACCP regulations and COSHH regulations.
* Covering the till during lunch times. (Handling and banking cash at our Djanogly City Academy sites).
* To carry out reasonable requests of management.
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**Interpersonal Duties**

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| * To ensure the highest standard of customer care at all times.
* To ensure all customers are served in a friendly and efficient manner.
* To ensure all comments and complaints are passed on immediately to the cook supervisor.
* To ensure high standards of personal hygiene.
* To ensure uniform is clean, tidy and that the name badge is worn and displayed at all times.
* To ensure accidents and faulty equipment is reported to the cook supervisor.
* To ensure all new ideas are communicated to the cook supervisor.
* To ensure full attendance to all training sessions and meetings.
* To carry out any ad hoc duties as reasonably directed by the management team.
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**Djanogly Learning Trust General Requirements:**

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| **Policies and procedures**You will comply with all policies and procedures at all times which include:* ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
* ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
* ensuring you comply with the Trust’s Staff Behaviour policy, including outside of work where applicable.

**Professional Development*** You are required to undertake professional development as part of your job description. This includes contributing to the regular check ins and Journey to Excellence reviews with your reviewer and proactively developing yourself to improve your performance in your role.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team. |

**Djanogly Learning Trust**

**Person Specification**

In order to be considered for interview all essential criteria must be met.

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| **Job title**  | Kitchen Assistant |

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|  | **Essential** | **Desirable** | **Short listing criteria** |
| **Qualifications**  |
| NVQ level 2 in Hospitality & Catering or an equivalent |  | X |  |
| A valid CIEH level 2 award in food safety and catering |  | X | X |
| Experience of working in a similar role |  | X | X |
| Experience of working with children or within a school environment | X |  |  |
| **Knowledge & Understanding** |
| Awareness of Health & Safety at Work Act when carrying out duties |  | X |  |
| Understanding of the importance of safeguarding children’s welfare and promoting their wellbeing | X |  |  |
| Willingness to undergo training in order to enhance individual and team performance | X |  |  |
| **Skills**  |
| Ability to demonstrate a high standard of work when carrying out duties | X |  |  |
| Ability to work under own supervision and on own initiative | X |  |  |
| Ability to demonstrate a problem solving approach | X |  |  |
| Ability to communicate effectively | X |  |  |
| Ability to demonstrate a customer service approach when carrying out duties | X |  |  |
| Ability to work effectively as a team member | X |  |  |
| Ability to be flexible in approach to duties in order to meet the needs of the restaurant | X |  |  |
| Ability to take direction and carry out tasks as required | X |  |  |
| Empathy for pupils from a wide variety of social, cultural and religious backgrounds | X |  |  |
| **Personal Qualities**  |
| Belief in the values and behaviours of DLT | X |  |  |
| Evidence of continuing professional development | X |  |  |
| Generic Requirements |
| Commitment to equal opportunities and diversity in the performance of duties | X |  |  |
| Evidence of commitment to own continuing professional development | X |  |  |