

Our church school creates a firm foundation where together, with God's help and with the help of others, we learn for life, achieve our best and grow in faith.



KITCHEN ASSISTANT

Abbots Ripton are seeking to appoint an enthusiastic individual to join the lunchtime team in our friendly school. The role involves working closely with our catering manager to help the children of our school have an enjoyable and healthy lunchtime experience. The role will see the successful candidate assisting in the kitchen and dining room as required (food service, dish and utensil washing, general cleaning, setting up the dining hall and any other tasks associated with catering). You will need to be able to work to a high standard with a positive attitude, be approachable, enthusiastic, flexible and committed to providing a quality service. Excellent interpersonal skills and the ability to work effectively as part of a team are essential elements of the post.

We can offer you an incredibly supportive staff and school community who want the best for the children of Abbots Ripton CofE Primary School.

JOB DESCRIPTION

Abbots Ripton C of E School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. We expect that all concerns, however minor, relating to the safeguarding of children are reported promptly and in accordance with school procedures.

Job Title:	Kitchen Assistant
Reports to:	Catering manager
Accountable to:	Headteacher
The Role:	To set up the dining hall ready for the children to eat their lunches and then clear the dining hall at the end of lunch. Support the cook with clearing the servery whilst children are eating.
Salary:	Starting £13.05ph
Working Hours:	7.5 hours per week (1.5 hours a day between 11:30am and 1pm). Term time only.

Main responsibilities and tasks:

The normal duties will usually include the following:

1. To be responsible for setting up and clearing away the dining hall before and after lunchtime.
2. This includes setting out tables and chairs and preparing for the children to eat.
3. Clearing away will include wiping and putting down the tables before returning the tables and chairs to the store area. This also includes sweeping the hall floor and spot wiping any spillages.
4. Whilst children are eating, there will be some duties in the kitchen for example clearing the serving area and loading/unloading the dishwasher.
5. Delivering food to the children's tables.
6. Clearing dishes from tables where needed.
7. Following Health and Safety guidelines.
8. To maintain all School standards of hygiene.
9. To report any hazards, defects and any relevant factors of building or environment safety that may be detrimental to safe working practices and normal school operations, immediately to the Headteacher.
10. Other duties outside of this job description may be allocated from time to time.

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	Essential
Educational achievements, qualifications and training	<ul style="list-style-type: none"> ◆ Able to communicate clearly and follow instructions.
Job related knowledge, aptitude and skills	<ul style="list-style-type: none"> ◆ Ability to prioritise work. ◆ Ability to manage time effectively.
Equal Opportunities	<ul style="list-style-type: none"> ◆ An understanding of and commitment to equality of opportunity.
Personal Qualities	<ul style="list-style-type: none"> ◆ Ability to communicate with a wide range of people. ◆ Initiative and the ability to follow instructions. ◆ Work as part of a team. ◆ Be flexible to changing demands of the post. ◆ Take pride in a job well done. ◆ Positive outlook ◆ Good sense of humour.
Physical	<ul style="list-style-type: none"> ◆ Must be able to meet the physical demands of the role.

Further Information

Up to date information and an application form can be found on the **Vacancies** tab of our school website,
www.abbotsripton.cambs.sch.uk