



CENTRAL LEARNING
PARTNERSHIP TRUST

JOB DESCRIPTION – ASSOCIATE STAFF

Post Title:	KITCHEN ASSISTANT
Scale:	CLPT 1/3
Responsible to:	Catering Manager
Working hours/ pattern/term:	Dependant on needs of Catering Manager
Location:	The postholder will be based at Heath Park. The postholder may be required to work at another school in Wolverhampton from time to time or for a specified period.
Disclosure level:	Enhanced
Post Purpose:	The purpose of the position is to assist the Catering Manager to ensure the smooth running of the school kitchen and preparation of meals for students.
Main Duties and Responsibilities:	<ul style="list-style-type: none"> • To assist the Catering Manager and her assistant to ensure the kitchen area complies to statutory requirements at all times • To assist Food safety and hygiene guidelines are adhered to. • To help ensure meals for students are available at correct times • To undertake any training required. • To work alongside colleagues to ensure the correct requirements are being followed over the three catering areas. • You should remain with a professional approach at all times.
The postholder is required to:	
<ul style="list-style-type: none"> • Undertake a systematic study of practice with a consequent programme of self and professional development to ensure that the necessary skill, knowledge and understanding are kept up to date. • Be aware of and comply with all school policies. In relation to child protection, health and safety, security, confidentiality and GDPR it is important that all staff keep up to date with current policies and any concerns are reported to the relevant named persons without delay. • To play a full part in the life of the school community, to support its distinctive mission, aims and the ethos. • To undertake such other duties which may be regarded as within the nature of the duties and responsibilities for the grade of the post as defined and subject to any reasonable adjustments under the Disability Discrimination Act. Any changes of a permanent nature will be incorporated into the job description. 	

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

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the post which are commensurate with the grade and job title.

Endorsement:

I accept the specified job description

Name

Signed Date