

**St Andrew's CE (VA) Infant and Junior Schools Federation  
PERSONNEL SPECIFICATION**

**POST TITLE: General Kitchen Assistant**

**SCALE: 1b SCP 2**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1. Knowledge and skills (including any relevant or required qualifications)</b>	<p>To be able to read and write.</p> <p>To have basic mathematical skills required for portioning of food etc.</p> <p>Manual dexterity,</p> <p>Able to concentrate, absorb and retain information.</p> <p>Able to communicate effectively with colleagues and children</p>	<p>Basic Food Hygiene Certificate.</p> <p>Recognised catering qualification.</p> <p>Knowledge of Health &amp; Safety procedures.</p>	<p>Application Form</p> <p>Interview</p>
<b>2. Personal Development and Additional Learning</b>	<p>Willing to undertake training made available through school including safeguarding training, Level 2 Food Hygiene training.</p>	<p>Evidence of training applicable to the post.</p>	
<b>3. Experience</b>	<p>Experience of preparing/cooking/serving food.</p> <p>Experience of working in a kitchen or catering environment.</p>	<p>Experience of preparing, cooking and presenting food, in particular, meats, fish, vegetables, salads, sandwiches and other food items for large numbers of people.</p>	<p>Application Form</p> <p>Selection Process</p>

**St Andrew's CE (VA) Infant and Junior Schools Federation  
PERSONNEL SPECIFICATION**

<p><b>4. Initiative</b></p>	<p>Able to work as part of a team.</p> <p>Willing to establish and develop positive working relationships with other staff</p> <p>To be a hard-working, willing and flexible worker who is able to operate under pressure in an often hot, humid atmosphere.</p> <p>Ability to relate to children.</p>	<p>Positive attitude to working with children and adults (e.g. parents, carers).</p>	<p>Application Form</p> <p>Selection Process</p> <p>References</p>
<p><b>5. Circumstances</b></p>	<p>To be physically fit to carry out the duties of the post including standing for extended periods, lifting and transporting catering equipment and moving catering trolleys.</p> <p>Able to exercise good personal time management and punctuality</p>	<p>Flexibility to work additional hours as and when required to cover for increased school meal uptake or absence of colleagues.</p>	<p>Application form</p> <p>Interview</p>