

ROCHDALE BOROUGH COUNCIL

SCHOOL: Meanwood Community and Nursery School

JOB DESCRIPTION

Job Title:	Kitchen Cleaner
Grade:	Grade 1 (SCP) 1-3
Responsible to:	Headteacher, School Business Manager, Cook
Responsible for:	N/A
Hours of Duty:	10 hours per week
Any Special Conditions of Service:	<ul style="list-style-type: none">• The Postholder may be required to attend evening and weekend meetings• Annual Leave – Term Time Only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.• The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school.• The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	<p>➤ Approach the job at all times using the values set out in the Rochdale Way:</p> <ul style="list-style-type: none">• Valuing our people• Focusing on customers• Acting with integrity• Using time and money wisely• Working together• Always learning and improving <p>Be aware of and apply the Rochdale Way behaviours at all times.</p>
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

PURPOSE AND OBJECTIVES OF THE JOB

To undertake, individually or as part of a team, the cleaning of the school kitchen to ensure that it is kept in a clean and hygienic condition. Duties will include dishwashing, cleaning kitchen areas as directed, setting up of the dining room.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

Cleaning material, electrical and non-electrical equipment and reporting faults and defects to your immediate supervisor.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Relationships (Internal and External)

Internal: Headteacher, members of SLT, Catering Manager/Kitchen Supervisor, work colleagues and pupils.

External: Parents/members of the public.

RESPONSIBILITIES:

The postholder must:

1. Perform his/her duties in accordance with the School's Equal Opportunities Policy.
2. Ensure that the School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. Clear dishwasher as directed
2. Setting up, laying of tables and clearance of service and dining areas.
3. General cleaning and washing up duties.
4. Occasional deep cleaning of kitchen and equipment.
5. Emptying bins and recycling as per kitchen requirements.

SECONDARY DUTIES

- 1 To participate in the School's programmes of in-service training as and when required.
2. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the post-holder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____