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**Job Description – Cookery Class Cleaner**

**Aim**: To provide support to Cookery teachers and pupils by ensuring a high standard of cleanliness in the Cookery room. The Cookery Department has a busy timetable throughout the week and also runs occasional weekend activities.

**Line Manager:** Head of Art

**Location:** Cookery Department

**Salary:** £8.65 per hour

**Hours of work:** 10-12 hours per week. Timings may be flexible, but suggested hours may consist of the below:

 Monday: 09.00 – 11.00

 Tuesday and Wednesday: 09.00 – 10.00 & 16.00 – 17.00

 Thursday: 14.30 – 16.30

 Friday: 08.00 – 10.00

Saturday or Sunday: There may be an additional 2 hours available either in the morning or the afternoon depending on activities.

**Main Duties and Responsibilities**

* To support the Cookery teachers by ensuring that rooms are clean and prepared ready for lessons throughout the day.
* Maintain high standards of cleanliness and order in the Cookery rooms, with particular attention to hygiene.
* Remove and dispose of rubbish.
* To assist in maintaining a safe environment in the Cookery classrooms.
* To assist staff and students with cleaning and putting food items away correctly.
* Any other duties required for the smooth running of the Cookery Department and associated areas.

**Person specification**

1. **Specialist Skills and Experience**

Previous experience of cleaning kitchens/cookery rooms is desirable

Previous experience working with young people is desirable

1. **Team working**

Ability to develop effective and supportive relationships with colleagues, both internal and external, both in terms of social interaction, and positive support with team workload.

1. **Using initiative**

Ability to work unsupervised and to take responsibility for your own actions with a good attention to detail.

1. **Customer Focus**

Able to build rapport easily, put the customer first and work hard to meet their needs.

1. **Communication**

Experience of communicating effectively, both verbally and in writing, adapting style to suit the audience.

1. **Organisation**

Ability to organise time effectively, prioritising workload and completing tasks in time.

1. **Flexibility**

Successfully adapts to changing demands and conditions.

1. **Special conditions**

The post is conditional to an enhance DBS check.

This Job Description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

**Child Protection Statement:**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School’s Designated Safeguarding Lead or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.