

## **Job Profile Kitchen Assistant**

**Job Title: Kitchen Assistant**

**Job Grade: Level 1 Zone 2**

**Salary Range: £7045.19 - £7507.23 Term Time Only (£29.215 to £29.680)**

### **About Camden**

'Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study, and visit. Because we're not just home to UK's fast-growing economy. We're home to the most important conversations happening today. And we're making radical social change a reality, so that nobody gets left behind. Here's where you can help decide a better future for us all.

### **About the team/service**

Camden is delivering the Family Hub and Start for Life programme, building on the strong offer of universal and targeted support for families with children 0-19years (or 25 years with SEND), delivered by the council and partners. The Integrated Early Years' Service aims to reduce inequalities and improve outcomes for children and their mothers, fathers, and carers. Our service vision is that "Every child has the best start in life, high quality early education and ready for school at age 5". We provide a place in communities for families to meet and support each other and a range of prevention and early intervention services and activities from pregnancy to age 5 years, with a focus of on the first 1001 days. Our nursery provision supports children's learning and contributes to narrowing the gap in attainment between disadvantaged children and their more affluent peers. Our nurseries deliver high quality early years experiences to support children's learning and to improve their future life chances.

### **About the role**

The post holder will assist the cook in day-to-day kitchen tasks. This includes the preparation, cooking, and serving of children's meals that are nutritionally balanced and take account of all ethnic, religious, and dietary needs and to provide additional catering as required. To deliver drinks, meals, and snacks across the nursery. To ensure that standards and working practices conform to Health & Safety legislation in this area of work identifying and reporting any defects in equipment. To ensure that hygiene standards and safe practices are always maintained, including cleaning fridges freezers and cookers, washing large pots, cleaning work surfaces. To wash crockery, cutlery, cooking utensils either by hand or in a dishwasher and clean kitchen appliances.

There is no responsibility for budget management, but the post holding will need to prepare information to support the Cook in monitoring the stock so that there is sufficient to cover the number of meals required, while ensuring there is minimal waste, and that food is consumed within sell by dates. Attending meetings with nursery managers to discuss menus and allow time to plan meals on a weekly basis and to input into team

meetings and undertake training as and when required. To have day to day contact with families and staff of the establishment, being sensitive to their needs and reporting any concerns to managers.

### **About you**

- Food Hygiene certificate Level 2 qualification
- Experience of working in a kitchen environment.
- Knowledge of food hygiene.
- Knowledge of basic health & safety requirements.
- Knowledge & ability to prepare, cook and serve meals within the nursery.
- Knowledge ability to maintain a clean, healthy, and organised environment.
- Knowledge of stock control.
- Knowledge and ability to wash crockery, cutlery, and cooking utensils.
- Ability to work with physical effort with some periods of substantial effort.
- The post holder must be able to provide cover for the Cook in the event of any absence.

### **Work Environment:**

The kitchen is a busy environment to work in. It can be noisy and hot. It can involve exposure to hazardous cleaning materials throughout the working day. There is a need to be physically fit to carry out duties of the post (e.g. standing up throughout the working day, bending and carrying heavy pots and trays. Further flexibility is required to address ad hoc needs across the nursery and any of the other Camden maintained nurseries as required.

### **People Management Responsibilities**

None

### **Relationships:**

- Post holder will work together as part of a team, focusing on the needs of children in the nursery and take responsibility for the tasks listed above.
- Reports to the Cook, Head of nursery and Deputy Head.
- Liaises daily with the staff team to check the children's dietary and allergen needs.
- Communications and working relationships.
- Work colleagues.

- Children, and mothers, fathers, and carers
- Suppliers
- Food inspectors

### **Over to you**

We're ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we're supporting people, and we'll redefine what a career can be. If that sounds good to you, we'd love to talk

### **Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](#).

### **Diversity & Inclusion**

We want Camden Council to be a great place to work and to ensure that our communities are represented across our workforce. A vital part of this is ensuring we are a truly inclusive organisation that encourages diversity in all respects, including diversity of thinking. We particularly welcome applications from Black, Asian and those of Other Ethnicities, LGBT+, disabled and neurodiverse communities to make a real difference to our residents so that equalities and justice remains at the heart of everything we do. Click [Diversity and Inclusion](#) for more information on our commitment.

### **Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn't.

At Camden we are proud to be one of Hire Me My Way's inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK ([www.HireMeMyWay.org.uk](http://www.HireMeMyWay.org.uk)). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

### **Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG.

Structure Chart

