



Job Description – Learning Support [LNS] Assistant – Kitchen Hand

Position Title	LnS Assistant – Kitchen Hand
Reports to	LnS Specialist School Lunches
Direct Reports	NA
Working Relationships	<p>External: School community and AC K4L sector stakeholders as appropriate and necessary</p> <p>Internal: AC Cafeteria, Hauora and Wellbeing staff</p>

Employment Status

Full-time: 40h/week negotiable, Term time only

Additional remuneration

Negotiable

Purpose of the position

To assist the LnS Specialist School Lunches so that assigned responsibilities, tasks and duties related to School Lunches and K4L are accomplished successfully and efficiently in a timely way

Key Responsibilities	Appraisal Indicators
Familiarity and compliance with the School's Strategic Plan and policies	<ul style="list-style-type: none"> Practice reflects knowledge and sense of the Strategic Plan and current policies
Promotion of the AC Way	<ul style="list-style-type: none"> Practice and disposition shows understanding and consistent engagement of the AC Way
General Responsibilities	<ul style="list-style-type: none"> Promotes an awareness of the bicultural nature of Alfriston College. Commits to on-going up-skilling Commits to on-going professional learning and development Promotes the health, safety and well-being of learners and other staff Responds to other duties as reasonably required by the employer

Tasks and Duties

Key Area	Tasks
<i>Working with the community</i>	<ul style="list-style-type: none"> ● Provide support to the LnS Specialist School Lunches as assigned so that all food, equipment, assets and resources are appropriately and compliantly stored ● Provide support to the LnS Specialist School Lunches as assigned so that the School Lunches environment is welcoming, well organised, systematic, and well-maintained
<i>Working with colleagues</i>	<ul style="list-style-type: none"> ● Work under the direction and supervision of the LnS Specialist School Lunches to ensure the compliant and appropriate operation of the School Lunches food production and distribution including: <ul style="list-style-type: none"> ○ ensuring the kitchen, eating and service areas are clean and operational ○ assisting with menu planning, inventory control, and record keeping including equipment, food wastage, production records and temperatures of School Lunches food ○ carrying out food preparation including washing, peeling, chopping, cutting and cooking foodstuffs ○ organising and plating of School Lunches sit-down meals ○ assist with the distribution of School Lunches meals across the school ○ washing utensils and dishes and ensuring they are stored appropriately ○ disposing of rubbish compliantly ○ ensuring food preparation areas are clean and hygienic. ○ practicing good personal hygiene at all times ○ attending in-services and workshops as directed

	<ul style="list-style-type: none"> o maintaining confidentiality o securing School Lunches food and supplies ● Engage with appropriate staff to drive assigned AC K4L school-wide and community engagement events ● Support Ac Cafeteria as required and appropriate
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Declaration:

Approved by:	
Date approved:	
Reviewed:	
Appointee:	
Date appointed:	