



Kitchen Assistant

Salary: £27,345 - £28,125 (FTE)
Term Time Only
Negotiable hours
per week
To start ASAP

Job Description

The role will report to: Executive Head Chef

Purpose of the post:

To work as part of a team preparing fresh interesting and nutritious school meals within budget and which meet Government and School standards at all times.

Preparation of service areas and equipment in the service area for the efficient and effective delivery of meals and catering services.

Cleaning of catering areas and kitchen equipment to the required standards.

Main duties and responsibilities:

- Assist with the preparation of meals in accordance with the menu cycle
- Assist with the preparation of meals in accordance with school food standards allowing for allergen issues, specific dietary and cultural requirements
- Ensure full adherence to recipes, food presentation standards and portion control
- Ensure that meals are presented and served in an attractive way
- Prepare the dining area, which may include moving and setting up furniture, setting trolleys etc.
- Work with students at the tills and queuing areas to ensure the smooth running of breakfast, break and lunchtime delivery
- Assist with a weekly and monthly cleaning regime for all the kitchen equipment.
- Take part in meetings and training organised in the unit.
- Work as part of a team and contribute to the work of the unit.
- On occasion and with agreement, to assist with food preparation and support special events which may be outside normal areas

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Cleaning and general tasks:

- Clean on a daily basis all catering areas to the required standard
- Attend to the cleanliness of storage areas, including fridges and freezers
- Ensure cutlery, crockery, serving utensils, containers, tables and all other catering equipment is clean and maintained in good condition
- Ensure that deliveries are put away in rotation
- Inform the Sous Chef / Executive Head Chef of any defects with equipment or of failure to meet Health and Safety Standards or Food Hygiene Regulations
- Ensure that policies and procedures with regard to health, safety and hygiene are adhered to at all times

- Wear the correct uniform at all times

General requirements

- Take part in the school's performance management and training systems.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Qualifications & Experience

1.	Level 2 certificate in food Hygiene.	
2.	NVQ in food preparation and cooking.	
3.	Experience of catering	

The above is not an exhaustive list of duties. Any other duties which may reasonably be regarded as within the responsibility of the post are also included.

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