

# Aurora

## Job Description

Job Title:	Kitchen Assistant
Reporting to:	School Business Manager
Location:	Aurora Cedars School

### Main Purpose

To ensure the prompt and efficient preparation and service of all meals maintain the cleanliness and hygiene of Central Kitchen to the required standard.

### Key Duties

1. To assist with the cooking of food that has been prepared for the lunch service at the required times and to the required standard
2. Assist with the preparation of meals when needed.
3. To ensure that Statutory Regulations pertaining to the safe and hygienic operation of the kitchen and ancillary areas are met by all members of staff and visitors, ensuring all food safety, health and safety and allergen safety procedures are adhered to.
4. To ensure all work areas and surfaces are as clean and tidy as is practicable at all times and especially at the end of the day.
5. To assist when required with planning menus, ordering and receiving deliveries.
6. To take all necessary steps to ensure the secure operation of the main kitchen.
7. To carry out any reasonable request by management.

### **IRREGULAR DUTIES**

1. To organise and prepare any special functions which may sometimes be outside normal working hours.
2. To report and where possible take action for any incidents of accident, fire, loss, theft, damage, unfit food or other irregularities.
3. To attend meetings and training courses as may be necessary from time to time.

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This job description is not exhaustive and may change to reflect the abilities and expertise of the individual and or needs of the school.

## Knowledge, Skills and Experience

- Experience working in a reactive catering environment (School/ residential / health care setting)
- Good standard of written and spoken communication
- Good standards of literacy and numeracy
- Experience of maintaining a kitchen store of fresh, frozen and ambient foodstuffs
- Possess good working knowledge of kitchen equipment and cleaning schedules
- Able to work proactively and in a self-directed / self-sufficient way
- Working knowledge of health and safety legislation (including COSHH regulations, manual handling and food hygiene procedures) and requirements in relation to food preparation
- Experienced in carrying regular maintenance check and recording as and when required
- Good communication skills to liaise effectively with a range of colleagues
- Proven ability to prioritise tasks appropriately
- Flexibility to deal with many and varied requests made on a daily basis
- Proactive approach to effectively spot and report defects and damage
- Committed to promoting the health, welfare and safeguarding of children and young adults

## Requirements of Role

- To be eligible to work within the UK
- Undergo an enhanced DBS check
- To be able to provide 2 good references
- To have or be willing to train to Level 2 in Food Hygiene
- To be able to work the hours required in order to cook and serve lunch.

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## **Additional Information**

- As part of the Aurora Group all staff are expected at all times to behave and act in a way which promotes and contributes to the overall aims, values and ethos of the Company.
- All staff are required to participate in regular training and other learning activities, and in supervision, appraisal and development as required by the Company's policies and procedures
- All staff are required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time.