



JOB DESCRIPTION

School: Central Foundation Boys' School

Position: Kitchen Assistant

Contract: Part-time – 27.5 hours per week (Term time only)

Salary: £22,308 per annum. Pro rata - Actual salary: £14,219 per annum.

Reports to: Catering Manager

Aim of the post:

As a Kitchen Assistant, you will be responsible for supporting the smooth operation of the school's kitchen, ensuring that meals are prepared, served, and cleaned up to the highest standards of food safety and hygiene. You will work as part of a team to provide nutritious, balanced, and appetizing meals for students and staff, ensuring a positive and welcoming dining environment.

MAIN DUTIES AND RESPONSIBILITIES:

- **Food Preparation:** Assist with the preparation of food under the guidance of the Head Chef or Kitchen Supervisor, ensuring meals meet nutritional standards and dietary requirements.
- **Cooking Assistance:** Help in the cooking and serving of hot meals, snacks, and other food items as directed, ensuring quality and consistency.
- **Cleaning & Hygiene:** Maintain a high standard of cleanliness in the kitchen and dining areas. This includes washing dishes, utensils, and kitchen equipment, cleaning surfaces, and ensuring hygiene standards are consistently met.
- **Stocking & Storage:** Assist with receiving deliveries, checking stock levels, and ensuring food is stored correctly according to health and safety regulations.
- **Health & Safety:** Follow all food safety and hygiene regulations, including proper handling and storage of food items, and using cleaning chemicals safely.
- **Customer Service:** Provide friendly and professional service to students and staff, ensuring a positive dining experience. Help with serving food in the canteen.
- **Teamwork:** Work effectively with other kitchen staff, including the head chef, kitchen manager, and other assistants, to ensure efficient kitchen operations.
- **Waste Management:** Help with the disposal of food waste, recycling, and maintaining cleanliness in refuse areas.

WHOLE SCHOOL RESPONSIBILITIES

- Take an active role in maintaining the general appearance and upkeep of the Kitchen and Canteen area.
- To promote the safety and welfare of the students and comply with the School's safeguarding and health and safety policies.
- To demonstrate commitment and enthusiasm to promote the principle of equality and diversity in service delivery, in line with the school's Equal Opportunities policy.
- To support whole school events as and when required.
- Be prepared to attend training courses as appropriate.

These duties may be varied at the reasonable discretion of the Headteacher.

Please note that this school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An enhanced criminal record check will be carried out prior to confirming an offer of appointment.



PERSON SPECIFICATION

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QUALIFICATIONS REQUIRED

- **Food Preparation/Service Experience:** Previous experience in a similar role, preferably within a school or large catering setting.
- **Catering Qualification:** A level 1 or level 2 food safety certificate or a willingness to obtain one.
- **Understanding of Special Diets:** Knowledge of dietary restrictions, allergens, and how to cater to specific food needs (e.g., vegetarian, gluten-free, etc.).

KNOWLEDGE AND SKILLS REQUIRED:

- **Food Hygiene:** Basic knowledge of food safety standards, or willingness to undertake training to meet food hygiene requirements.
- **Communication Skills:** Good interpersonal skills with the ability to work well as part of a team and interact with students, staff, and visitors in a polite and professional manner.
- **Attention to Detail:** Ability to follow instructions carefully and maintain a high standard of work, particularly regarding hygiene and food preparation.
- **Physical Stamina:** Ability to stand for long periods and perform physical tasks, including lifting and moving kitchen equipment and food items.
- **Time Management:** Ability to manage time efficiently and work within a structured environment.
- **Reliability:** Punctuality and a good attendance record, with the ability to work consistently during school term times

EXPERIENCE REQUIRED

- Prior experience working in a kitchen environment is desirable, but not essential. Training will be provided.
- Working with young people and students.

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