



Job Description

Job Title:	Kitchen Assistant
Reporting to:	Cook / School Business Manager
Location:	Aurora Summerfields School

Main Purpose

To ensure the prompt and efficient preparation and service of all meals, maintain the cleanliness and hygiene of the School Kitchen and associated areas to the required standard.

Key Accountabilities

- Work closely with the School Cook
- To report accidents or incidents and follow all regulatory procedures
- Follow and record cleaning procedures
- To undertake any other duty deemed reasonable as required by your line manager

Key Duties

- Assist with the preparation of hot and cold meals at the required time to the required standard.
- To ensure that Statutory Regulations pertaining to the safe and hygienic operation of the kitchen and ancillary areas are adhered to by all members of staff and visitors.
- 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.
- To assist when required with planning menus, ordering and receiving deliveries.
- To carry out any reasonable request by management

Irregular Duties

- To support in the organisation and preparation for any special functions/events which may sometimes be outside normal working hours.
- To report and where possible take action for any incidents of accident, fire, loss, theft, damage, unfit food or other irregularities.
- To attend meetings and training courses as may be necessary from time to time

Knowledge, Skills and Experience

- Experience working in a reactive catering environment e.g 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, food hygiene procedures and requirements in relation to food preparation.
- Experience in carrying out regular maintenance checks 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



- Able to encourage children to select a balanced meal.
- Able to communicate with all kitchen, school staff and pupils.
- Display and maintain a high standard of personal hygiene.
- Work effectively in a busy environment.

Requirements of Role

- Eligibility to work within the UK
- Undergo an enhanced DBS
- Provide references

Additional Information

As part of the Aurora Group everyone is:

- 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.
- 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
- required to participate in any relevant current and new legislative and regulatory activities as may occur from time to time
- required, through personal example and clear action, to demonstrate commitment to equality and diversity ensuring equality of access and treatment in employment and service delivery to all.
- Required to promote The Aurora Group's Health and Safety at Work Policy and Procedure and ensure these are implemented effectively.
- The Aurora Group takes seriously its responsibility for safeguarding and is committed to safeguarding and promoting the welfare of children and young adults. Therefore, everyone employed by the Aurora Group is expected to share this and act accordingly by applying organisations policies and procedures and attending regular safeguarding training.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be reviewed and amended periodically to ensure it remains appropriate for the role.