

Aurora

Job Description

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| Job Title: | Kitchen Assistant |
| Reporting to: | Lead Chef |
| Location: | Aurora Ryefields |

Main Purpose

As the Kitchen Assistant, you will demonstrate the highest standards in cleanliness, food safety, and hygiene. You will serve meals using correct portioning, meeting outlined standards and ensuring that food is at the correct temperature. You will keep the kitchen and food areas clean and tidy and ensure food and supply items are stored correctly

This role is 7.30am-3pm, Monday-Friday, Term time only.

Key Accountabilities

- Cook and serve pre-prepared meals that are delivered to the site.
- Knowledge of and adherence to Safeguarding Policy.
- Knowledge of and adherence to Health and Safety and Food Hygiene practices.
- Professional working relationship with all site staff and pupils.

Key Duties

- Ensure that food stock rotation procedures are followed
- Maintaining hygiene standards in the kitchen in line within Food Hygiene and EHO requirements
- Ensuring food is dated, labelled and stored accurately
- Store food appropriate in the kitchen and ensure stock is rotated and accurately maintained
- Cook pre-prepared meals that are delivered to the site
- Maintain stock levels and supporting the SBM in ordering the food
- Serve food by following food hygiene guidelines
- Ensure safe food practices in relation to allergies and allergy guidelines are followed
- Prepare and cook some additional food to the pre-prepared products daily (experience an advantage but not essential as training will be given)
- Cleaning the kitchen and dining hall at the end of every day

Knowledge, Skills and Experience

- Ability to work well in a team
- Level 2 Food Hygiene & Safety
- Working knowledge of health and safety legislation (including COSHH regulations, manual handling, and food hygiene procedures) and requirements in relation to food preparation.
- Knowledge of Natasha's Law.
- Experienced in carrying out regular equipment/maintenance checks and appropriate recording of checks done.
- Good standards of literacy, numeracy, written and verbal communication.

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- Possess good working knowledge of kitchen equipment and cleaning schedules.
- Proven ability to prioritise tasks and work flexibly.
- Committed to promoting the health, welfare and safeguarding of children and young adults.
- Ability to work under pressure.
- Positive work attitude.

Requirements of Role

- Level 2 Food Hygiene Certificate
- Reasonable level of fitness – role requires long periods of standing
- Personal direct experience and/or knowledge of disability and disability issues will be an advantage.

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.
- All staff are expected to be active with the extra-curricular and partake in duty rotas, parent-teacher evenings and Open Days.

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.