

General Kitchen Assistant – Job Description

The General Kitchen Assistant is a member of the Catering Team and is responsible to the Chef Manager.

Working hours:	Monday to Friday, 8.30am to 14.00 (5.5 hours per day) =27.5 hours per week
Contract:	Fixed term – Term time only + 5 days
Salary	£21,200 p.a.

Overview of the role

The General Kitchen Assistant will primarily be responsible for vegetable preparation and providing general support within the kitchen. Working under the direction of the kitchen team, the role involves carrying out a range of daily tasks to ensure the smooth and efficient operation of the kitchen.

1. The General Kitchen Assistant is responsible for

- Supporting the Chef Manager in ensuring Halcyon's Catering provision, policy, management and administration are in line with the schools needs.
- Providing assurance, long-term sustainability and supporting the school's mission, vision and objectives
- Assisting the Chef Manager in the delivery, support and preparation for Catering Services.
- Ensuring the highest standards of cleanliness and hygiene, both in working methods and personal hygiene
- To follow the schools' Health & Safety procedures/Safe Working Practice H.A.C.C.P. & C.O.S.H.H and Food Hygiene.
- To have an awareness of food allergies and the importance of avoiding cross-contamination
- To report any damage/shortages and equipment faults to the Chef Manager/Finance and Operations Director
- Reporting accidents to the First Aider and Chef Manager/Finance and Operations Director and recording in the accident book
- Safeguard and promote the welfare of children
- Be an active advocate for Halcyon's vision, mission and core aims
- Be an active advocate for Halcyon's curricular and philosophical commitments as an IB World School
- Engage with staff, students, parents, consultants and the wider school community to create a dynamic, aspirational and innovative culture – a professional learning community grounded in collaboration, focused on improving learning outcomes
- Be an active, life-long learner
- Work collaboratively, supporting school teams meet while determining and prioritising workload
- Be expected to work quickly and calmly under pressure to adhere to tight deadlines

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2. Specific responsibilities

The General Kitchen Assistant will

- Preparing and cutting a variety of vegetables to required sizes and styles and be confident using knives
- Following instructions from the kitchen team throughout the shift
- Supporting basic food preparation tasks when needed
- Assist in the dining hall during the lunch period, helping to organise the dining area appropriately.
- To collect used dishes and school cutlery and kitchen items to the kitchen wash room
- To deal promptly with minor incidents, e.g. cleaning up food spillages, keeping the canteen area and furniture clean and free from debris.
- To assist the canteen staff, after lunch, with hygienically wiping all tables, sweeping the canteen floor and spot cleaning any other surfaces.
- To assist with storage and organisation of kitchen equipment and dishes
- Ensure food preparation areas and equipment are always clean
- To help pack away food deliveries and new equipment.
- Report non working equipment and help maintain equipment
- Carry out general kitchen tasks as required.
- Occasional overtime to support school functions/events

This list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list. The General Kitchen Assistant will be expected to perform different tasks as necessitated by the development of this role as the organisation expands, and the overall business objectives of the organisation change. Please note that there may be occasional overtime to support school functions.

General Kitchen Assistant – Personal Specification

The successful candidate will be expected to have the following qualifications, experience and abilities:

- Education to GCSE or equivalent qualifications
- Experience and a proven background in Catering / Kitchen environment and an understanding of school catering service
- Knowledge of Health & Safety Act, Food Safety Act, and other relevant legislation
- Understanding and knowledge of basic weights and measures in relation to cooking/portion control
- Attention to detail
- Good communication skills: clear, articulate, professional in speaking and writing
- Good time management skills
- Ability to multitask, take initiative, work independently and or within a productive team

The successful candidate will be expected to have the following personal attributes:

- An international outlook and/or experience of living or working in an international environment
- Keen to be part of a young growing organisation
- Self-motivated, flexible and adaptable
- Commitment to Continued Professional Development
- A record of suitability to work with children

The following would also be desirable:

- Knowledge/experience of international and/or IB schools
- Familiarity with working with students from a variety of cultural and language backgrounds
- Collaboratively minded within a multifunctional team
- Be innovative, in mindset and practice
- To be able to work in a language apart from English