



JOB DESCRIPTION

KITCHEN ASSISTANT

RESPONSIBLE TO: Executive Head Chef/Catering Manager

REQUIREMENTS: Smart appearance
Ability to work on own initiative

MAIN DUTIES

- Assisting the Chefs with daily food preparation.
- Assist with general washing up as required.
- Assist with general cleaning duties as required.
- Assist with functions when required.
- To carry out deep cleaning in close down periods.
- To carry out any other relevant duties as directed by the Executive Head Chef/Catering Manager.

GENERAL RESPONSIBILITIES

- Arrive on time as detailed in the weekly rota.
- To report to the Executive Head Chef/Duty Catering Manager in good time if any absence or sickness will prevent you from working a shift.
- With regard to personal safety and the safety of others, always work in a safe manner, in accordance with Health & Safety regulations.
- Maintain a safe, clean and hygienic working environment to the required standard.
- To keep work areas clean and tidy to the required standard.
- Keep all equipment in a clean and safe condition.
- To report immediately any faulty equipment, services or hazards.
- To keep uniform clean and maintain a high standard of personal hygiene.
- To be aware of and understand all food hygiene regulations and safe handling of food.
- To be aware of and abide by the school employment rules, as laid out in the School Employment Handbook.
- To be aware of and abide by Health and Safety at Work Act, as laid out in the School Employment Handbook.
- To be aware of and abide by the School's Data Protection Policy

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder will be subject to a DBS check.