



Kitchen Assistant

Job Purpose

Under the direction of the Catering Manager. Provide and maintain a high standard of catering in the school, in accordance with the expectations of the Head Teacher.

Tasks and Responsibilities

Be aware of and comply with policies and procedures relating to Health and Safety, security and confidentiality, reporting all concerns to an appropriate person. Ensure all Health and Safety policies are adhered to.

Operate all equipment in a safe and appropriate manner.

Preparation of food and beverages both for pre-order and general sale.

The highest level of care is needed to ensure foods are accurately made in line with the listed allergens on the menus/labelling.

Transferring and serving meals.

General kitchen and dining room duties including washing up, setting up and clearing away equipment and tables. Cleaning of the kitchen and dining room surrounds and equipment.

The school operates a SMART card system which is cashless. You will be required to operate a till on this system.

General

To work as part of a team and support the role of others at all times contributing to the overall work and ethos of the school.

To undertake personal development through training and other learning activities including performance management, as required.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.