

Job Description - Kitchen Assistant

Job Purpose

Reporting to and supporting the Catering Manager and chefs on a day-to-day basis, complying with Food Hygiene and Health and Safety legislation. Work as a key member of the catering team in a professional manner. Maintain high standards in cleanliness, stock rotation and goods deliveries.

Job Description

Your duties would include the following:

- Washing up by hand and operating a dishwasher
- Cleaning of the kitchen and associated areas including removal of rubbish, sweeping and mopping floors.
- Be responsible for putting away deliveries, checking items against delivery notes and ensuring stock rotation
- On occasions assisting with food preparation
- Attend training sessions as and when required
- Follow the School's procedure in maintaining standards relating to food hygiene
- Comply with School's standards on personal hygiene and appearance
- Comply with any reasonable requests from the Catering Manager

Job Specification

- Basic food preparation skills such as vegetable preparation
- Understanding of cleaning kitchen equipment and knowledge of kitchen health and safety
- Understanding of cleaning kitchen areas and surfaces and knowledge of food hygiene practices
- Ability to prepare and clear food service
- Good oral communication
- Attention to detail
- Adaptability to change and willingness to embrace new ideas and processes
- Positive and approachable manner
- Team player qualities

Physical Demands

Ballard School kitchen is a busy, fast-paced working environment requiring all of its staff to work as part of a team with a flexible, helpful and co-operative attitude to their role. As we are cooking and serving food for large numbers, this requires a good level of fitness to cope with the physical demands of the job i.e. lifting, bending, standing and walking.

Safeguarding

To have due regard for the safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ballard School as outlined in the safeguarding policy.

To carry out designated school fire evacuation role and adhere to fire evacuation procedure in the event of a fire and during a fire drill.

To adhere to the School's Health and Safety Policy and procedures.

Working Hours:

Term time only.

16 hours per week.

11.30am – 2.30pm. Monday, Tuesday, Thursday, Friday.

10.30am – 2.30pm. Wednesday.

Reporting to:

This position reports to the Catering Manager.

Bursar – January 2022