

Job description

Role:	Kitchen Assistant
Accountable to:	Principal of the Eden Academy Head of School Director of Finance and Resources
Line Manager:	Head Chef/Kitchen Manager

Main Objectives:

To be an active part of the catering team which assist the Head chef to provide support in the catering service including preparation, cooking and serving of food and beverages plus related catering duties to the pupils and staff of Pentland Field School.

To act as the relief, cook when required.

Key Responsibilities

- To assist with the smooth running of the school kitchen and assist at catering functions
- To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations
- To assist in devising menus to ensure a variety of meals is offered in the school that caters for different dietary requirements as appropriate
- To be aware of pupil and staff dietary requirements and be proactive when at the servery
- To assist in the ordering of ingredients in line with the menu
- To assist the Head Chef in charge to take delivery of food orders in accordance with the Health & Safety Standards or Food Hygiene regulations
- To assist in the planning, preparation, cooking and serving of food, desserts and beverages as directed by the Head Chef, ensure tasks are completed in a timely manner in line with serving times
- Setting up, delivering, collecting and clearing up meeting trolley
- To problem solve and be proactive in matters regarding Food Safety and dietary requirements
- Assisting with occasional catering for other occasions, e.g. Christmas meals, packed lunches, as required by the Chef Manager and/or Senior Leaders
- Carry out any other reasonable request of the Head Chef and/or Senior Leaders
- To prepare the dining area to include moving and setting up tables and chairs, setting trolleys, bins, have sufficient cutlery clean and ready for use at all times etc
- To prepare the service area, hot cupboards and other equipment in the servery to ensure food is served efficiently and in a hygienic environment
- Building positive relationships with pupils who conduct work experience in the kitchen

- To load dishwashers and to wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment
- To clean on a daily basis all catering areas to standards laid down by the school as directed
- To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, floors and surfaces, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required. Being aware of waste management in line with health and safety requirements; emptying bins at ends of service and clean up
- To inform the Head Chef of any defects in equipment, suspect food or other concerns relating to Food Safety
- To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. (Equal Opportunities Policy/Code of Conduct) and national legislation (Health and Safety, Data Protection)
- Light administration duties as directed by the Head Chef
- To maintain confidentiality of information acquired in the course of undertaking duties for the School
- To be responsible for your own continuing self-development, undertaking training as appropriate, attending training sessions and meetings as required
- Clean large kitchen equipment (as per cleaning schedule) on a weekly or monthly basis as directed by the Head Chef
- To assist with special functions at the school which may be outside of normal working hours as and when required as directed by the Head Chef and/or Senior Leaders