



Auckland College Independent School

Every Pupil Matters, Every Moment Counts

Kitchen Assistant

Job Description Pack

Kitchen Assistant – Job Description

Job Title: Kitchen Assistant

Reports To: Designated Supervisor / Headteachers

Contract Type: Part-Time, Permanent

Working Hours: Monday to Friday, 10:30am – 2:30pm

Location: Auckland College Independent School, South Liverpool

About Auckland College

Auckland College was founded in 1999 in Aigburth by Anthony Akaraonye and Gillian Akaraonye, building on the success of Park View Tuition Centre established in 1991, which grew to support hundreds of children each week. The school was formally established and registered with Ofsted in 1996 before moving to its current site.

Since its inception, Auckland College has been driven by a clear mission to provide a safe, happy, and high-achieving environment where every pupil can thrive, guided by its motto *Carpe Diem – Seize the Day* and a continued commitment to ensuring every pupil matters and every moment counts.

Overview

We are seeking a reliable, conscientious and hardworking Kitchen Assistant to join our supportive team at Auckland College Independent School in South Liverpool.

The Kitchen Assistant will play an important role in maintaining a clean, hygienic, safe and well-organised kitchen environment, supporting the smooth preparation and service of meals for our pupils and staff.

The successful candidate will take particular responsibility for maintaining high standards of cleanliness throughout the kitchen, ensuring utensils, equipment, preparation areas and dining-related items are cleaned and maintained appropriately. They will work closely with the kitchen team to ensure food preparation and service are carried out safely and in accordance with school policies and food hygiene requirements.

The successful applicant must hold a Level 2 Food Hygiene qualification and have appropriate training or knowledge in food allergies and safeguarding.

We offer an inclusive school with happy, motivated pupils who enjoy learning, alongside a dedicated and supportive team of staff. There are opportunities for professional development and career progression.

Key Purpose of the Role

To support the effective day-to-day operation of the school kitchen by maintaining excellent standards of cleanliness, hygiene, food safety and organisation, ensuring that utensils, equipment, preparation areas and kitchen facilities are kept clean and ready for use.

The postholder will also support food preparation and service as required, while ensuring that food hygiene, allergy, health and safety and safeguarding procedures are followed at all times.

Key Responsibilities

1. Kitchen Cleaning and Hygiene

- Maintain a consistently high standard of cleanliness throughout the kitchen and associated food preparation areas.
- Clean and sanitise work surfaces, preparation areas, sinks, floors and other kitchen areas as required.
- Ensure all utensils, crockery, trays, equipment and other kitchen items are thoroughly cleaned and stored appropriately.
- Ensure the kitchen is left clean, tidy and organised after food preparation and service.
- Follow appropriate cleaning schedules and procedures.
- Use cleaning products and equipment safely and in accordance with instructions.
- Report any damaged, faulty or unsafe kitchen equipment promptly.
- Assist with waste disposal and ensure food waste and general waste are handled appropriately.

- Help maintain a clean and uncluttered working environment at all times.

2. Food Preparation and Service Support

- Assist kitchen staff with basic food preparation tasks as directed.
- Prepare and organise food preparation stations before service.
- Ensure preparation areas and equipment are clean and ready for use.
- Assist with setting up and clearing down for meal service.
- Support the kitchen team during lunchtime service as required.
- Assist with the safe storage of food and kitchen supplies.
- Follow instructions relating to food preparation, portioning and presentation.
- Ensure good personal hygiene standards are maintained at all times.

3. Food Hygiene and Food Safety

- Comply fully with food hygiene and food safety legislation and school procedures.
- Hold and maintain a valid **Level 2 Food Hygiene qualification**.
- Follow safe food handling, preparation, storage and cleaning procedures.
- Ensure appropriate separation of raw and cooked foods and prevent cross-contamination.
- Follow temperature control and food storage procedures as directed.
- Report any food hygiene, safety or contamination concerns immediately.
- Maintain appropriate personal protective clothing and hygiene standards.

- Ensure cleaning and hygiene procedures are followed consistently.

4. Allergies and Special Dietary Requirements

- Have appropriate training and understanding of food allergies and allergen awareness.
- Follow the school's procedures for pupils with food allergies, intolerances and special dietary requirements.
- Take particular care to prevent allergen cross-contamination.
- Follow instructions regarding allergen-free or specially prepared meals.
- Never make assumptions about a pupil's dietary requirements.
- Check with the appropriate member of staff if there is any uncertainty regarding ingredients, allergens or a pupil's meal.
- Report any concerns regarding allergens or dietary requirements immediately.

5. Health and Safety

- Follow all school, kitchen, health and safety policies and procedures.
- Work safely with kitchen equipment, utensils, cleaning materials and other substances.
- Take appropriate care when working around hot food, hot surfaces, sharp utensils and electrical equipment.
- Report accidents, hazards, spills, damaged equipment or other concerns promptly.
- Maintain clear walkways and safe working areas.
- Participate in relevant health and safety training.

6. Safeguarding

- Understand and comply with Auckland College's safeguarding and child protection procedures.

- Complete required safeguarding training and keep knowledge up to date.
- Remain alert to safeguarding concerns and report any concerns promptly through the school's designated procedures.
- Maintain appropriate professional boundaries when working within the school environment.
- Recognise that all staff have a responsibility to safeguard and promote the welfare of children and young people.

7. Teamwork and General Duties

- Work cooperatively with kitchen staff, school staff and other colleagues.
- Follow reasonable instructions from the designated supervisor or Headteachers.
- Maintain confidentiality regarding pupils, staff and school matters.
- Assist with stock rotation, deliveries and putting away supplies when required.
- Help maintain kitchen stock and report shortages to the appropriate person.
- Support the smooth running of the school kitchen and lunchtime service.
- Undertake other reasonable duties consistent with the role.

Person Specification

Category	Essential	Desirable
Qualifications & Training	- Level 2 Food Hygiene qualification - Food allergy/allergen awareness training - Safeguarding training or willingness to complete training - Willingness to undertake relevant additional training	- Level 3 Food Hygiene or equivalent - First Aid training - Additional catering qualifications
Experience	- Experience working in a kitchen, catering or food preparation environment - Experience maintaining high standards of cleanliness and hygiene - Experience cleaning kitchen equipment, utensils and food preparation areas	- Experience working in a school, nursery, childcare or similar setting - Experience preparing and serving food to children
Knowledge & Understanding	- Good understanding of food hygiene and safe food handling - Understanding of kitchen cleaning and hygiene requirements - Awareness of food allergies and allergen control - Awareness of safeguarding and child safety	- Knowledge of school food safety procedures - Understanding of Hazard Analysis and Critical Control Points (HACCP)
Skills & Abilities	- Excellent attention to cleanliness and detail - Ability to maintain a clean, organised and hygienic kitchen - Ability to follow food hygiene and safety procedures - Ability to work efficiently and manage tasks within set times - Ability to work as part of a team - Ability to follow instructions accurately	Experience using commercial kitchen equipment
Personal Qualities	- Reliable and punctual - Hardworking and conscientious - Clean, organised and methodical - Positive and proactive attitude - Calm and professional manner - Commitment to high standards of hygiene and safety - Commitment to equality, diversity and inclusion - Genuine commitment to supporting the wellbeing and safety of children	—

Why Join Us

- Supportive and welcoming school community.
- Positive and inclusive working environment.
- Opportunity to contribute to pupils' health, wellbeing and daily school experience.
- Training and professional development opportunities.
- Opportunity for career development and progression.
- A role within a school that places the safety, happiness and wellbeing of every pupil at the heart of its work.

Safeguarding, Equality and Safer Recruitment

Auckland College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The successful applicant will be subject to **Enhanced DBS clearance, satisfactory references, online searches and other pre-employment checks** in line with *Keeping Children Safe in Education (KCSIE)*.

All applicants will be required to complete the school's stringent vetting and induction process.

We are committed to equality of opportunity and welcome applications from all suitably qualified candidates regardless of age, disability, gender, race, religion or belief, sex, or sexual orientation.

Applicants must have the legal right to work in the UK.

Application Process

Visits to the school are welcomed. Please contact the school office at recruitment@aucklandcollege.com to arrange a convenient time.

Please submit your application form along with a covering letter outlining your experience and suitability for the role.

Closing date for applications: Tuesday 14th September 2026

Please note that interviews may be held prior to the closing date, and we reserve the right to close the vacancy early.

I've kept the structure and tone close to your existing Lunchtime Assistant advert, while making the cleaning, hygiene, allergens and food-safety responsibilities the core of the role.