



Job Description

Kitchen Assistant

Hours: 15-20 hours per week

Contract: Part-Time, Permanent

Salary: TBC depending on experience/terms

Main Job purpose

To support the School Chef/Cook in the preparation, service, and maintenance of the school kitchen, ensuring high standards of hygiene, cleanliness, and food safety at all times.

The Kitchen Assistant will assist with food preparation, washing and cleaning duties, stock organisation, and general kitchen operations to ensure the kitchen runs efficiently and safely in accordance with food hygiene and safety regulations.

Main responsibilities:

- Support the School Chef/Cook with day-to-day kitchen operations and food preparation tasks.
- Carry in food deliveries and assist with storing ingredients appropriately.
- Sort, store, and distribute ingredients as required to support food preparation.
- Assist with basic food preparation duties including washing, peeling, chopping, cutting, and preparing food, including salads and desserts.
- Plate and serve food where required in line with school procedures.
- Bring food items and ingredients from the storeroom as needed during food preparation.
- Clean food preparation equipment including ovens, dishes, pans, and other kitchen equipment.
- Wash utensils, dishes, pots, pans, and kitchen equipment, ensuring they are cleaned and stored appropriately.
- Maintain the cleanliness of kitchen walls, floors, work surfaces, and preparation areas.
- Sweep and mop the kitchen floor regularly to maintain a safe working environment and prevent slip hazards.
- Dispose of kitchen waste and rubbish correctly in accordance with hygiene and safety procedures.
- Organise and manage kitchen linen and laundry where required.
- Check sell-by dates on food items and support stock rotation to ensure food safety and minimise waste.
- Ensure refrigerators, tables, cabinets, and other kitchen equipment are cleaned and sanitised regularly.
- Maintain high standards of cleanliness and hygiene across all kitchen areas.
- Work collaboratively with the School Chef/Cook and other food service staff to ensure smooth kitchen operations.

Working Environment

- Physical demands will be consistent with general kitchen duties, including food preparation and cleaning tasks.
- There may be exposure to high temperatures, dust, and other typical kitchen working conditions.
- The role may involve exposure to unpleasant conditions such as cleaning duties and waste disposal.
- There may be regular background noise from kitchen machinery.
- The role may involve operating food preparation equipment and lifting heavy items where required.

Knowledge, Skills and Personal Qualities

- Good understanding of food hygiene and food safety practices.
- Ability to maintain high standards of cleanliness and organisation in a kitchen environment.
- Pride in achieving an excellent standard of work.
- Helpful and friendly manner when working with colleagues and school staff.
- Ability to communicate effectively with other staff members.
- Ability to organise workload effectively.
- Ability to work independently and as part of a team.
- High levels of punctuality and reliability.
- Awareness of the Health and Safety at Work Act and COSHH regulations is desirable.
- Willingness to work additional hours or outside normal hours where necessary.

General Duties

- Liaise with other departments and staff where necessary.
- Attend staff meetings and training (INSET) activities where relevant.
- Uphold and actively support the school's policies and procedures.
- Undertake any other duties which may reasonably fall within the responsibilities of the role.

Safeguarding

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

The successful candidate will be required to undertake an enhanced DBS check and comply with all safeguarding policies and procedures. Ongoing safeguarding training will be provided, and adherence to safeguarding responsibilities will be expected at all times.