



Felsted

FELSTED SCHOOL JOB DESCRIPTION Kitchen Assistant

The Role

Accountable to: Head Chef and Sous Chef through to Catering Manager

To assist the Kitchen Brigade with the preparation and production of food service including stock control, health and hygiene procedures and ensure they are followed in accordance with department guidelines. To maintain high standards of customer service and care and possess good product awareness.

Role Responsibilities (illustrative, not exhaustive, list):

- Ensure that appropriate methods of cooking and presentation are used to maintain the highest standards of production and service
- In-house training will be given to the applicant, ensuring the required standards are met
- Ensure that legal and company regulations regarding hygiene, health and safety are complied with
- Assist with maintenance of goods received system to ensure statutory and quality standards are maintained
- Assist with the monitoring of production and wastage
- Promote a friendly working relationship with colleagues.
- Promote a good company image to customers and guests and use positive customer service practices
- To assist with the implementation of cleaning schedules to agreed standards. To continually maintain clean and hygienic work surfaces and areas on an on-going basis throughout the day.
- Set up and replenish food during food services
- Ensure the evening salad bar is stocked up to our standards ready for service
- Assist in pre service briefing of colleagues with regard to dish content, portion sizes, service utensils and accompaniments
- To prepare all food with due care and attention, particularly in regard to customers' special dietary requirements: for example, nut, dairy or wheat allergies
- To undertake occasional duties outside the normal routine but within the scope of the position and the department's activities.
- To assist, as required, at special functions, some of which may occur outside normal working hours, for which you will be paid overtime
- To report any complaint or compliment and take action if at all possible
- To report any incident of accident, fire, theft, loss, damage and take action as may be appropriate or possible
- To attend meetings and courses, as required.

Skills, Knowledge and Experience

Essential:

1. A food hygiene certificate and at least an NVQ Level 2 in Hospitality and Catering (or an equivalent)
2. Positive 'can-do' attitude to customer service
3. Keen interest in food preparation

4. Able to prioritise effectively and time manage to meet deadlines
5. Self-motivated and able to work on your own initiative
6. Ability to build and maintain professional working relationships, both internally and externally
7. Excellent communication skills and ability to work independently and contribute within a team
8. Willingness to attend any necessary training
9. Awareness of site Health and Safety - including Working at Height, Manual Handling, COSHH, Personal Protective Equipment and the safety of others.

Desirable:

10. Previous experience of working in a similar role
11. Previous experience of working in an Educational environment.

Reward and Recognition

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free lunch on full days worked
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Membership availability to the Schools' Healthcare Scheme via BUPA
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

Terms of Employment

- Term Time only Contract - 34 Weeks
- Monday, Tuesday and Wednesday 3:00pm to 7:00pm, Saturday 6:00am to 2:00pm and Sunday 8.30am to 12.30pm (24 hours a week)
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____