Job Description

Post: Kitchen Assistant

Grade: Grade 3 Points 4-6

Salary: from £21,189 per annum pro rata (c£11.00 per hour)

Location: St George’s Centre, Cheltenham

Hours: 11am – 1pm

Weeks: 38 weeks per year term time only

**Job Purpose**

To assist the school Cook in the preparation and service of school lunches for the Centre’s pupils and staff, and to ensure kitchen cleanliness is maintained to a professional level.

**Main Duties and Responsibilities**

Under the direction of the school Cook, the Kitchen Assistant will:

* Clean and sanitise all food preparation areas according to established standards of hygiene, before and after service.
* Wash and store appropriately all cooking appliances, instruments, utensils, dishes, crockery and cutlery.
* Sweep and mop the kitchen floor and wipe down kitchen walls.
* Assist the cook with the preparation of meal ingredients, which may include washing, cleaning, peeling, cutting and chopping fruit, vegetables, poultry and meat.
* Help Breakfast Club staff to prepare breakfast food for pupils.
* Assist the cook with the service of lunch to pupils and staff.
* Assist with the unloading of delivered food supplies.
* Organise and correctly store food supplies.
* Help maintain statutory food hygiene records, eg fridge temperatures
* Any other duties as may be fitting to the post, as required and as directed by the Cook.

**Person Specification**

* Sound knowledge of food health and safety regulations or willingness to complete Level 2 Food Hygiene & Safety training (online).
* The ability to stand for extended periods.
* The ability to work in a fast-paced environment.
* The ability to work in a team.
* Excellent organisational and time management skills.
* Effective communication skills.
* Self-motivated and enthusiastic.
* Committed to safeguarding and promoting the welfare of children and young people.

**Qualifications**

* Educated to GCSE level or equivalent

**Special Conditions**

* This post is term time only, including Inset days.
* The post-holder will be expected to take holidays when the school is not in session.
* Occasionally the post-holder may be asked to cover at other sites within the Altus School, in which case they will be reimbursed for mileage.
* The position is subject to an enhanced Disclosure and Barring Service Enhanced check, and you will be asked to apply for a disclosure certificate if you are offered the position.
* All data and information must be treated as confidential.

October 2023