

Position: - Kitchen Assistant

Job Title:	Kitchen Assistant
Hours:	Full and part time, term time and non- term time position, including training/meetings in the academic year.
Contract Type:	Permanent/Temporary
Salary:	Up to £10 per hour - depending on experience and qualifications.
Responsible to:	Kitchen Manager/ Director/Headteacher

Job Description:

We are seeking to employ an experienced full or part time Kitchen Assistant to work in a permanent position at our busy setting.

You must hold a full and relevant level 2 or 3 food/cookery qualification.

Comply with the company's procedures relating to the Control of Substances Hazardous to Health (COSHH).

Advance Health and Safety and COSHH knowledge is an essential.

Rigorous compliance with food hygiene and health and safety legislation.

Support the kitchen manager plan menus, order stock and budget well.

You may be required working possibly a shift pattern.

Must understand the individual dietary and medical requirements on a daily basis.

Able to plan menus, prepare, cook and present a healthy and nutritious diets.

To have some experience of working in a catering environment.

General Main Duties and Responsibilities:

Being a Kitchen Assistant is a beneficial way to begin a career in the culinary arts. It also provides you with

valuable kitchen experience since you will learn basic safety and cooking techniques.

- Maintaining cleanliness in every workstation
- Organizing, cleaning and storing utensils in their proper place
- Preparing small dishes such as appetizers or arranging plate decorations
- Assisting cooks with meal preparation and other duties as requested
- Storing food products safely and in line with federal and business regulations
- Transferring appropriate ingredients from storage to workstations safely and efficiently
- Maintaining accuracy of assigned tasks or customers' orders

Kitchen Assistant – Personal Specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 2 or 3 food/cookery qualification • Control of Substances Hazardous to Health (COSHH)certificates • 1 year minimum catering experience 	<ul style="list-style-type: none"> • Various catering experience
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Rigorous compliance with food hygiene and health and safety legislation • To ensure responsibility for the effective daily management of the setting's kitchen alongside the kitchen 	

	<p>manager</p> <ul style="list-style-type: none"> • Rigorous compliance with food hygiene and health and safety legislation • Must understand the individual dietary and medical requirements on a daily basis. • To have a sound knowledge of all setting policies & procedures • To support the Manager to ensure that safeguarding procedures are followed in line with Local Authority and setting policies and procedures • To keep accurate records of supplies, stocks and order as needed within the settings budget requirements • This role requires working in collaboration with others and taking responsibility for working in line with regulatory requirements and settings policies and procedures to develop the strength and reputation of the setting • To keep the kitchen a clean and safe environment and responsible and lead on any inspections relating to the kitchen area for the environmental health • To model professional behaviour and language at all times • To maintain a high standard of cleanliness and food hygiene requirements for fire, safety, health and hygiene paperwork is complete • To respond appropriately to issues regarding confidentiality; for example, being aware of personal information regarding all staff and children • Support with other activities at the setting e.g. BBQ's, fetes, staff meetings, cookery clubs as and when requested to meet the settings needs • Commitment to personal welfare and safeguarding of everyone. • Supported with continue professional training • Record any accidents or incidents and report to kitchen manager • A full enhanced DBS disclosure will be obtained prior your employment and employment offered subject to satisfactory referencing 	
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Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 	
Personal Qualities:	<ul style="list-style-type: none"> • Approachable • Committed • Enthusiastic • An excellent attendance and punctuality record • Able to motivate self and others • Calm under pressure • Well-organised • Work in a team • Professional at all times • Good written and oral communication skills • Enthusiastic and positive, approachable, accessible and flexible • Ability to plan time and organise work effectively 	<ul style="list-style-type: none"> • Knowledge and commitment to equal opportunities issues • Commitment to inclusion • Brings personal interests and enthusiasm to the setting community

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:
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