## General Kitchen Assistant - Job Description

<table>
<thead>
<tr>
<th><strong>Post</strong></th>
<th>General Kitchen Assistant</th>
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</thead>
<tbody>
<tr>
<td><strong>Responsible to</strong></td>
<td>The Chef Manager, the Bursar, and through him/her to the Head</td>
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<td><strong>Liaison with</strong></td>
<td>Senior Leadership Team, lunchtime duty staff and other members of the school community</td>
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<td><strong>Salary and benefits</strong></td>
<td>A competitive hourly rate is offered for this role and the holiday entitlement is 30 days plus bank holidays.</td>
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### Hours of Work
The working pattern is based on the published school terms with an additional one day before the start of term and one day after the end of term, with all holidays being taken outside of term-time. The normal hours of work are expected to be 11.30am to 2.15pm Monday to Friday. The successful applicant may be required to undertake overtime working occasionally, which would be agreed in advance.

### Purpose of the post
The core purpose of this role is to provide effective support to the Chef Manager and Assistant Cook through the ability to prepare food to a high standard and to serve food to staff and students.

### Particular responsibilities
- To prepare the dining area which may include moving and setting up furniture, setting trolleys and the cleaning and dismantling of these as required.
- To prepare the service area, hot cupboards and other equipment for the efficient and effective service of the meal.
- To assist in the preparation of cooking and serving of food and beverages.
- To serve food appropriately, under the direction of the Chef Manager.
- To wash dishes, cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment.
- To clean, on a daily basis, all catering areas to the required standard.
- To work at all times in accordance with Health & Safety and Food Hygiene Regulations standards.
- To undergo training, both on and off the job, as required.
- To inform the Chef Manager of any defects in equipment or of premises not meeting Health & Safety and/or Food Hygiene Regulations standards.
- To undertake such other related duties as are required to ensure the dining area and the kitchen are in a clean and hygienic condition and that the food service is efficient and effective.

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties with the context of the post as required by the Head.

*The post holder is responsible for promoting and safeguarding the welfare of all children for whom s/he is responsible, or with whom s/he comes into contact all times. S/he must adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy and all other related policies.*