

Job description



General Kitchen Assistant

To work within a team whose aim is to serve fresh, interesting and nutritious school meals within budget which meet Government, Ashlyns' and the School's standards at all times.

Duties

Food Preparation, Quality & Standards

To work as part of a team, and under supervision and instruction from the Catering Manager, helping to prepare and cook fresh food of a good quality to meet the specified standards:

- To help prepare a seasonal 3 week menu cycle, ensuring full adherence to recipes, food presentation standards and portion control
- To understand the needs of those pupils with special dietary requirements and ensure they are catered for
- To work to deadlines to ensure meals are served promptly
- To ensure that meals are presented and served in an attractive way
- To ensure that work is carried out hygienically, safely and tidily
- To support the School's emphasis on pupils' health and well being

Specifically:

- To prepare and cook food for serving
- To serve food over the counter and anywhere else on request
- To ensure all appropriate utensils and other items are adequately stocked
- To clean all kitchen equipment, fixtures, fittings, walls, floors, utensils, crockery and cutlery as instructed

Administration

To report any complaints or incidents to the Operations Manager.

To support the Catering Manager with administrative tasks related to, but not limited to: deliveries, orders, stock checks, food: cooking, holding and serving temperature

checks and any other tasks related to allergen risk management and completing the Safer Food Better Business standards and governance adherence.

Health & Safety

To ensure that policies and procedures with regard to health and safety and hygiene are understood and adhered to at all times.

To ensure cleaning schedules are carried out.

To ensure correct uniform is worn at all times.

To ensure any faults in kitchen equipment are reported to the Cook and/or the Assistant Cook.

To report any accidents to the Cook and/or the Assistant Cook.

Conduct

To be familiar with all relevant school policies, rules and procedures and any changes to these.

To adopt a standard of behaviour to colleagues which is polite, honest and friendly.

To deal with children in a polite, professional and friendly manner at all times and to seek guidance where necessary from the Cook and/or the Assistant Cook.

General

Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post.