

Five Acre Wood School

Assistant Cook

Hours: 16.25 hours per week, 11:00am – 2:15pm or 21.25 hours per week, 10:00am – 2:15pm, Monday to Friday, term time only including INSET days.

Reports to: Catering Manager

Pay grade: KR3 + SEN allowance

Purpose of job:

The kitchen assistant's primary responsibility is to assist the Catering Manager in keeping the kitchen and dining hall clean and tidy and helping to provide a healthy lunch for the staff and pupils of the School on a daily basis.

Duties and Responsibilities

- Washing up and cleaning kitchen and related equipment as directed by the Catering Manager throughout the day with particular emphasis on end of day cleaning procedures and clearing away.
- To ensure all standards are met during the daily service at the school.
- To work with team members to ensure the service is efficient daily.
- Assist in checking and storage of deliveries each week.
- Assist in the preparation, cooking and serving of the daily lunch and after school teas.
- Keeping staff room kitchen clean including washing up of crockery and also any crockery in the main office and BWA kitchen.
- Assist in the setting up of dining tables including the laying of the tables.
- Cleaning equipment and keeping in good working order including checking freezers and stock regularly
- Generally keeping kitchen and equipment up to Health, Hygiene and Safety levels
- Preparation for the hiring out of the Hall (e.g. home football matches, badminton etc). This includes setting out crockery etc as required and ensuring that the School food is not available to hirers
- Ensuring kitchen and equipment are ready for a new term.

Person Specification

- A good knowledge of current food standards
- Good communication skills
- Attention to detail
- Team player
- "Can do" approach
- Ability to work in a fast-paced environment