

# **THE BUCKINGHAM SCHOOL A SPECIALIST SPORTS COLLEGE**



## **KITCHEN ASSISTANT**

## JOB DESCRIPTION

**JOB TITLE:** Kitchen Assistant

**GRADE:** Bucks Pay Range 1

**HOURS:** 25 hours per week, 38 weeks per year

**CORE HOURS:** 09.00-14.00, Monday - Friday

**ACCOUNTABLE TO:** Catering Manager

**ACCOUNTABLE FOR:** Catering and serving food in canteen.

### MAIN DUTIES AND RESPONSIBILITIES:

- To work as part of the catering team, preparing and serving meals at break and lunchtime and keeping the kitchen clean and tidy. Duties will include the following:
  - Basic food preparation tasks such as making panini fillings, wraps or sandwiches and preparing other snacks such as fruit or salad bags.
  - Assisting the canteen manager or cook with preparing main meals as requested.
  - Ensuring that the service points are well stocked and ready with all the food items required. For service at the "remote food sites" such as the Jubilee, Beach or other areas this will require loading up a trolley with food items and taking the trolley to the service point.
  - Serving staff and children at break and lunch times efficiently and under considerable time pressure.
  - Stock checking as required by the canteen manager.
  - Maintaining a clean and tidy working environment at all times and working with the other members of the catering team to clean down the kitchen and wash up as directed by the catering manager.
- Must have good communication skills and be able to work as part of a team
- A high standard of personal hygiene is necessary
- Confidentiality of information must be maintained particularly concerning Free School meals information.
- The post holder must be able to work quickly and efficiently at all times in a busy environment
- Must enjoy working with young people and provide a high standard of customer service to pupils and staff
- Ability to work in a way that promotes the safety and well-being of students within the school.
- To participate in the School's performance appraisal system.

The Post holder must be prepared to carry out additional duties, which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.

This post may be subject to modification or amendment after consultation with the post holder.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Kitchen Assistant)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Headteacher)