



Job Specification

Kitchen Assistant (Part Time)



Key Responsibilities

- Assist in the preparation and serving of lunch service including noting of allergies, service numbers etc.
- Ensuring crockery, cutlery, trays and leftovers are collected promptly and dealt with in the kitchen,
- Washing of utensils and crockery etc. before and after service using materials and equipment provided, and safe and tidy storage after use,
- Laundry and stowage of associated cleaning equipment;
- Cleaning the kitchen and preparation areas after service and in end of term deep cleaning as directed by the Catering Manager,
- Assist with packing away the dining room furniture after service if required, ensuring that everything is stowed safely in a clean condition,
- Carry out simple preparation of foods and assist the Catering Manager as requested,
- Provide playground supervision cover if required, ensuring the safety of the children at all times, monitoring behaviour whilst allowing the playground to remain a 'happy place'.
- Provide cover for staff if required, setting up the dining hall and laying out ready for lunch service if required, supervising pupils eating their meals at seated table service, and ensuring acceptable standards of behaviour are maintained.
- Assisting at functions and events during working hours as necessary,
- To adhere to the School's Safeguarding Policy in particular, and other policies as issued from time to time.
- Such other duties that the line manager or Headteacher may reasonably and from time to time require.

THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE,
It may be subject to change if and when required by the Head or Bursar