



## Kitchen Assistant Vacancy

### Job description

**Job title** – Kitchen Assistant with food preparation responsibilities

**Hours** – 11.00 am – 4.00 pm Monday – Friday - 25 hours per week.

**Responsible to** – Compliance Manager

### School Mission & Values

At Brackenfield, we have four main mission areas: Curriculum & Learning, Activities, Outdoor Education and Community. These mission areas provide a clear focus for all that we do. Our attitude and behaviours are underpinned by our six core values: Kindness, Honest, Respect, Initiative, Perseverance and Confidence.

Every member of staff who works at Brackenfield School has a part to play in the success of our school and in the development of our pupils.

### Job Summary

We are looking for a motivated and committed kitchen assistant for our school kitchen.

The successful applicant will demonstrate:

- Duties include preparation of food, serving of meals, general kitchen and cleaning duties as Directed during term time. Outside of term time, this role has responsibility for the preparation of meals for the Nursery, as well as serving of meals, general kitchen and cleaning duties.
- Already hold or be willing to undertake L2 food hygiene training
- Sound knowledge of food allergens
- Be prepared to prepare and cook foods for specific dietary needs
- Supporting the Cook in the day to day running of the kitchen in compliance with relevant Health & Safety and Food Hygiene requirements
- 25 hours a week, 52 weeks - with annual leave to be taken within term time.
- Punctuality, reliability and capacity for hard work are essential
- Perpetual positivity, with a desire to be part of a great team and a great school

### Outline of Main Duties

- To take responsibility for preparing and cooking elements of the pre-planned menu
- Preparing the dining room and kitchen for the serving of meals
- Ensuring that the dining room is cleared during service and tidying up undertaken
- Cleaning the kitchen, surrounding areas, and equipment to ensure the kitchen cleanliness is maintained to a high level

- Sole responsibility for the planning and preparation of meals for the Nursery outside of term time
- Maintain a safe working environment
- Attend training courses as required
- Comply with Health & Safety, Fire Regulations and other relevant School policies and the staff handbook
- Understand and be able to apply Health and Safety procedures relevant to the job, such as manual handling, Safe use of machinery and/or equipment , COSHH, First Aid and Hygiene Practice
- Contribute to the day -to-day smoother running of the kitchen
- Can work to tight deadlines
- Good planning and organisational skills
- Ability to organise own workload and prioritise tasks
- Act responsibly and with care for all children of the school
- Engage with and promote Brackenfield core values
- Annual leave to be taken during term time.

Brackenfield is an equal opportunities employer, and we welcome applications from all suitably qualified persons regardless of ethnicity, gender, nationality, religion, physical ability, sexual orientation or protected characteristics. Please let us know if you require any reasonable adjustments to be made during the recruitment process.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of pupils. Staff must be aware of Brackenfield School's procedures for raising concerns about students' welfare and must report any concern to the designated safeguarding lead without delay.

Brackenfield is committed to the highest standards of safeguarding. This post is dependent on satisfactory pre employment checks such as a successful DBS, Barred List check, Social Media check and satisfactory references.

Closing date 31<sup>st</sup> March.

We reserve the right to close the application process early if a suitable candidate is found.

# Curriculum & Learning #Activities #Outdoor Education # Community