

Job Description

Kitchen Assistant

Salary Scale (dependant on experience): Point 1 to Point 3

Hours: 08:00 – 14:00 (Some flexibility may be available dependent on discussion with chef and fulfilling requirements)

25 Hours per week Term Time (including INSETs)

IJDS are looking for an energetic and enthusiastic person to join our kitchen team, working to ensure children and staff have a nutritious meal at lunch, meeting all Kosher and dietary requirements. If you are willing to work as part of a team and to go that extra mile for our pupils, please apply.

Purpose of job: To undertake the preparation, serving and clearing away of school meals.

Main Duties and Responsibilities:

1. To ensure that a smooth, seamless service is provided for staff and students to support learning within the school.
2. To ensure all School Food Guidelines are adhered to and dietary requirements are met (such as halal, vegetarian, diabetes, nuts and so on).
3. To prepare, serve and clear away every day.
4. To adhere to all food regulations relating to heat level of cooking, storage and serving of food.
5. To adhere to all regulations relating to storage of food at correct temperatures.
6. To undertake daily cleaning duties and to assist in ensuring that satisfactory levels of cleanliness and hygiene are achieved and maintained.
7. To attend training courses and INSET as directed by the SBM
8. To undertake such other duties appropriate to the post as may from time to time be required to ensure the smooth and efficient running of the school.

Annual Leave: 28 days. Annual Leave is to be taken outside of school term time.

Confidentiality: All staff are required to respect the confidentiality of all matters relating to the school, pupils and staff.

Safeguarding: It is a requirement of this role that the post-holder has satisfactory DBS clearance.

Skills & Experience

Essential:

- Prior school or similar catering experience
- Excellent customer service
- DBS clearance to work with children.
- An understanding of Safeguarding issues.
- A willingness to support and contribute to the ethos of IJDS.

Ideal:

- A catering qualification or significant experience
- Experience of meeting the needs of a wide range of dietary requirements whilst still producing nutritionally balanced meals.
- An understanding of the legal regulations involved in storing, cooking and serving food.
- An understanding of the legal regulations relating to recording good hygiene procedures within the kitchen.
- A willingness to provide food off-site for students and teachers.

For more details, please contact Mrs Masters in the school office: office@ijds.co.uk.

Application forms are available on our website: www.ijds.co.uk/vacancies