

# Part Time Kitchen Assistant

## K D Independent Grammar School for Boys

**Working day/hours:** Monday till Friday 9am – 1.15pm

5 days per week (21 hours per week)

Term time only – 37 weeks

**Salary:** £17,374.50 per annum FTE (pro rata if part time)

We are looking a Kitchen Assistant to join us in **September 2021** to help our kitchen team produce nutritious meals to ensure our students' needs are met. As a Kitchen Assistant you will assist in organising and preparing quality food under the supervision of the Cook/Chef, whilst maintaining high standards of cleanliness.

The main responsibilities of the Kitchen Assistant Role are:

- To work in the preparation of cold meals e.g. sandwiches and salads.
- To assist in the preparation, cooking and serving of meals to students
- To maintain cleanliness of kitchen and equipment, ensuring the premises are always cleaned to the highest standard, following the requirements of the cleaning schedule.
- To monitor deliveries and dispatches of foods.
- To wash up after meals, ensuring all crockery and equipment are cleaned and stored appropriately.
- Clean the kitchen area if necessary

### About you

- Experience in the catering services is beneficial although not essential.
- Possess effective verbal communication skills
- Food handling course qualification desirable
- To ensure that all kitchen equipment and kitchen areas are cleaned according to the cleaning schedules.
- To ensure statutory and School Health and Safety Regulations are adhered to.
- To ensure correct storage of all dry and perishable cook chill goods as soon as possible after receipt and checking.
- To ensure the correct, safe storage of cleaning materials.
- To ensure that all pots, pans, cooking utensils and service counter containers are cleaned to the required standards and correctly stored after cleaning.
- Carry out any other reasonable instructions given by the Head Chef

If you are interested in applying please download an application form and job description from our school website at [www.kdgb.miet.uk](http://www.kdgb.miet.uk). You can also contact our Bursar (Eunice Liew) by email on [bursar@kdgb.miet.uk](mailto:bursar@kdgb.miet.uk) for further details.

Letter of application to be addressed to Mrs Mohamed, the Executive Head.

Completed Applications should be returned with a supporting statement (maximum 2 A4 pages) to the Bursar via email at [bursar@kdgb.miet.uk](mailto:bursar@kdgb.miet.uk)

Closing date for applications: **Wednesday 26 May 2021 at 12.00pm**

**Safeguarding Recruitment Statement:**

We are committed to safeguarding and promoting the welfare of children and young people and vulnerable adults and expect all staff and volunteers to share this commitment. This appointment is subject to the satisfactory completion of all pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) Check and Secretary of State Prohibition Order check.