



# LANGLEY SCHOOL

## ROLE PROFILE

**Post:** Kitchen Assistant

**Responsible to:** Executive Head Chef

### General Description

The role of the Kitchen Assistant is to provide excellent support in all aspects of the running of the kitchen and all related tasks including hospitality events along with other catering areas such as tuck shop and herb garden from time to time. Working as part of the catering team to ensure that an appropriate, nutritious menu is delivered to a high standard in accordance with all relevant hygiene standards and health and safety requirements.

**Main Responsibilities - This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list**

- Assist in the preparation of hot and cold meals as required.
- Maintain and be aware of food hygiene standards at all times (Level 2).
- Carry out cleaning routines to a high standard in all catering departments including the dining rooms and corridors and related areas.
- Ensure that relevant documentation is completed correctly when checking store rooms and deliveries.
- Ensure that storage is compliant with all domestic and catering standards.
- Work collaboratively with the Catering Team ensuring effective delivery to a high standard and demonstrate an awareness of excellent customer care at all times.
- Report immediately any illness of an infectious nature or any accidents incurred by a student, colleague or yourself.
- Report immediately any faulty appliances or equipment.

- Be prepared to use the company van on occasions and handle cash if required.
- Contribute to hospitality events and occasions as required.
- Carry out any other reasonable tasks that may be required of you from time to time.

### **Reporting & Communication**

- Executive Head Chef.
- Colleagues.
- Students and staff as applicable.

### **Health & Safety Duties – An awareness of safeguarding duties is a pre requisite**

- Comprehensive awareness of all H&S compliance requirements as related to the role.

### **Personal Qualities**

- Flexible in approach and to undertaking a variety of tasks as required in a fast moving and reactive environment.
- High energy levels.
- The ability to work quickly and methodically when under pressure.
- Customer aware and able to provide excellent customer service at all times.
- Strong communication skills.
- A positive and collaborative working style.
- An interest in food.

### **Qualifications and Experience**

- No previous experience is required however previous experience in a similar role or in a catering/kitchen environment would be desirable.
- Demonstrable experience as work as part of a team.