



Job Description:

POSITION	Kitchen Assistant (part-time, term-time)
REPORTS TO	Catering Manager
LINE MANAGES	N/A
HOURS OF WORK:	20 hours per week, 11am – 3pm, term time only, plus 7 additional days

Key purpose of the job:

The part-time Kitchen Assistant is responsible for supporting the chefs in the service food requirements both inside and outside the kitchen at Beachborough School.

Key responsibilities:

- Supporting the Catering Manager and Chefs in the smooth service of food from the School Kitchen.
- Keeping clean premises, equipment and utensils used in accordance with normal hygiene legislation as directed by the Catering Manager.
- Take direction from the Chefs with regards to main meal preparation, food delivery and service.
- Prepare food and snacks for staff and pupils outside the three main meals a day and subsequently deliver around the school to meet needs of business or prepare for collection.
- Ensure full awareness of who have allergies to various food stuffs and then to manage the service of food correctly from the counter at each mealtime.
- To take direction from the Chefs and Catering Manager on portion control and to then ensure accurate delivery at service.
- Presenting themselves and kitchen in a clean and tidy condition always.
- Report any faulty or broken equipment to the Catering Manager.
- Maintain a consistently high level of employee morale, motivation, and passion for food.
- To undertake any other duties deemed commensurate with the post and as directed by the Catering Manager, Bursar or Headmaster.

SAFEGUARDING

At Beachborough, safeguarding and promoting the welfare of children is **everyone's** responsibility. **Everyone** who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred, this means that they should consider, at all times, what is in the **best interests** of the child.

The post holders **must** adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the DSL.

Person Specification

Personal Qualities And Experience	<ul style="list-style-type: none">• Smart appearance• Personable manner• Articulate in both written and oral communication• Ability to work as part of a team• Previous experience of working in a busy kitchen environment• Customer service focused• Hygiene / allergy qualifications
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Equal opportunities

Beachborough School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability, or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

In accordance with the Disability Discrimination Act, Beachborough School seeks to treat those with disabilities as favourably as those without disabilities. It will make reasonable arrangements, wherever practicable, to avoid putting those with disabilities at a disadvantage.

Reviewed: July 2025