



## **JOB DESCRIPTION for KITCHEN STAFF**

**Responsible to:** Head Chef and Operations Director

To carry out the duties and responsibilities typically associated with Kitchen staff, namely:

- To assist with the smooth and efficient running of the school kitchen operation, providing teas, coffees, snacks, packed lunches and up to 1500 lunches for pupils and staff on a daily basis, as well as catering for evening and weekend sporting and special events
- To carry out the preparation, cooking, portioning, presentation, transportation and serving of food and beverages as directed by the Head Chef
- To maintain high standards of cleanliness and hygiene throughout the kitchen, food prep and food storage areas, including surfaces, equipment, walls and floors
- To wash and dry cooking and serving equipment, crockery, glassware and cutlery
- To fill and empty the dishwasher, putting items away neatly and carefully
- To maintain high standards of personal deportment, appearance, cleanliness and hygiene
- To maintain respectful and pleasant working relationships with management, the kitchen team, students, staff, parents, external contacts and all other school personnel
- To undertake general cleaning around the school premises, as directed
- To understand and comply with all Food Safety and Hygiene (Level 2) guidance and requirements, and to immediately report any deviation from these standards to the Head Chef
- To understand and ensure that operational equipment is used and maintained in a manner that meets the legal standards of the Health and Safety at Work Act 1974, and to immediately report any deviation from these standards to the Head Chef
- To understand and comply with Fire Regulations and other School policies, and to immediately report any deviation from these standards to the Head Chef
- To carry out any other ad hoc duties appropriate to the role, as directed by the Head Chef or the House Manager
- To undertake training, attend meetings and maintain professional development as appropriate

*This document last updated by: Head of HR*

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