

Job Description

Inspiring girls

Kitchen Assistant

Reporting To: Head Chef

Hours: 37.5 hours per week. Shift Pattern: 12pm – 8pm, 5 days out of 7 Monday – Sunday, 39 weeks a year (term time plus 5 weeks).

Department Overview

As a leading independent boarding school, we take pride in everything that we do, including the delivery of nutritious, delicious, and well-presented meals to our pupils, staff, parents, and visitors.

With a kitchen brigade of 15 which includes Chefs, Commis Chefs, Kitchen Assistants and Catering Stores staff, our catering department runs an in-house, fully catered service for pupils and staff, serving breakfast, lunch, afternoon tea and supper, 7 days a week during term time. We are a busy and committed team, providing meals to around 560 pupils and 450 staff. In addition, we hold numerous hospitality events and formal dinners throughout the year.

We work hard to provide professional development, and work closely with suppliers to arrange visits, culinary development opportunities and insights to industry. Recent opportunities have included visiting a 5* hotel, attendance at the Taste of London food festival, and culinary sessions with our suppliers. We have also been very successful with apprenticeships and have had a Level 4 Chef Management apprentice and two Level 2 Commis Chef apprentices.

Job purpose

- To support the production of meals and service at the required times, working to the highest standards of presentation and quality.
- To ensure that all Food Hygiene and Health & Safety legislation is adhered to.

Main duties and responsibilities

- To maintain a consistent high standard of fresh food, with regards to content and presentation.
- To assist in the day to day running of the kitchen, supporting the Chef De Partis with food production and service to the required standard.
- To deliver the production of all packed meals as directed by the kitchen management team.
- To support the production of all cold buffet services as directed by the kitchen management team.
- Be responsible for the preparation, service, quality, quantity and variety of food served in the Deli Bar as directed by the Head Chef. Be involved in developing the products and dishes on offer.
- Be responsible for allergen information and date labelling of produce for the Deli Bar and any other areas you are working.
- To ensure that the highest standard of cleanliness is maintained within the kitchen.
- To ensure that Health and Safety, Hygiene and Food Safety Regulations are followed in the kitchen including reporting any incidents of accident, fire, theft loss damage unfit food or other irregularities including faulty equipment to the Head Chef or Duty Manager.
- To ensure a high standard of personal performance, hygiene, appearance and cleanliness at all times.
- To ensure that all food wastage is correctly recorded during your shift and referred to for future reference.

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- To attend training sessions and meetings when required and to operate in line with the training or information received.

Person specification

	Essential	Desirable
Previous experience of working in a similar role	✓	
Previous experience of catering for large numbers	✓	
NVQ or City & Guilds Culinary qualification		✓
Be competent in handling kitchen knives and using industrial kitchen equipment	✓	
Be able to understand food safety data and food labelling	✓	
Excellent communication skills	✓	
Ability to work as part of a team	✓	
Proactive approach	✓	
Excellent organisational skills – methodical in organising all workloads and individual tasks	✓	
Ability to work unsupervised and on own initiative, quickly and calmly under pressure	✓	
To be able to adhere to Health and Safety requirements and guidelines	✓	
Be committed to safeguarding and promoting the welfare of children and young people.	✓	

Benefits

We offer a range of benefits and competitive terms and conditions including:

- Generous pension scheme – 9% employer contribution
- Life insurance and critical illness cover benefit
- Discounted School fees
- A supportive induction programme
- Beautiful working environment in a semi-rural location
- Delicious free meals
- Modern gym and swimming pool facilities
- A variety of social occasions throughout the year

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.