



Job Title: Kitchen Assistant (25 hours per week)

Reports to: Cafeteria Manager

Job Purpose: To assist as directed, with all aspects of the preparation of food and beverages to the standards required by the School.

Duties:

- Preparation food and beverages;
- Serve students, faculty & staff, parents, and guests at the counter;
- Prepare and deliver meal trays to Early Childhood;
- Undertake all aspects of cleaning equipment kitchen floors, fixtures and fittings, cooking utensils, cutlery, and glassware etc. as directed;
- Assist in stock taking and storage of stock (boxes up to 50lbs), including checking deliveries;
- Empty trash from the kitchen;
- Maintain a high standard of personal and general cleanliness and hygiene to comply with Health Department regulations and School expectations;
- Attend training activities and/or meetings as required;
- Occasionally, assist with special functions at the School which may be outside of normal working hours;
- Report immediately any accidents, fire, theft, loss, damage, unfit food, or other irregularities and take such action as may be appropriate or possible;
- Follow all school policies regarding equal opportunities, health and safety, safeguarding, and confidentiality etc. when undertaking the job; and,
- Perform any duties and responsibilities that are within the scope of employment, as requested by the Headmaster.