



## BEVERLEY GRAMMAR SCHOOL

**Job Title:** Kitchen Assistant

**Location:** Beverley Grammar School, Queensgate, Beverley

**Grade:** 7

**Hours:** 16 hours per week, across 5 days, term time only  
Postholder may be asked to complete overtime to cover absences

### **PURPOSE AND SCOPE:**

Working in the Catering Team, principle responsibilities include:

- Preparation of food;
- Service of food;
- Cleanliness of dining facility.

### **MAIN DUTIES AND RESPONSIBILITIES**

- To assist in the preparation of food for service;
- To assist in the preparation of buffets for school events;
- To assist in the service of food to customers;
- To assist in the operation of kitchen equipment, including tills;
- To assist in the cleaning of the Dining Hall, kitchen and kitchen equipment;
- To assist in the delivery of a Healthy School meal provision;

### **General Duties**

- to participate in the appraisal and professional development policy
- to carry out duties with due regard to the school's policies on equal opportunities, health and safety, and quality assurance.
- to perform other duties as reasonably corresponds to the general character of the post and are commensurate with its level of responsibility

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing needs of the school.*

*Successful appointment is subject to references and completion of DBS check and online registration.*



**BEVERLEY GRAMMAR SCHOOL**  
**Kitchen Assistant**

**PERSON SPECIFICATION**

<b>Experience</b>	Experience of working in a catering facility Experience of working in a catering facility in a school.	Essential Desirable	App form
<b>Qualifications and Training</b>	Basic Food Hygiene Basic Health & Safety	Desirable Desirable	App form
<b>Knowledge and Skills</b>	Good communication skills with people at all levels; Able to organise own workload in the context of varied tasks;	Essential Essential	ALL: App form & interview
<b>Personal Qualities</b>	Able to work calmly under pressure; Ability to self-manage, and be effective team member	Essential Essential	ALL: App form & interview