

Job Description

Kitchen Assistant

Term-time only

£9 per hour Part-Time (0.5), pro rata

To start as soon as possible

The Write Time is an oversubscribed independent secondary school (mixed) in South London catering to students with EHC plans as well as social, emotional, and mental health needs. As an Ofsted rated 'Good' school, The Write Time works with multiple local authorities across South London, including Croydon, Lewisham, Merton, Sutton, and Wandsworth to educate at risk learners as a long-term, permanent educational environment. Our school offers a stable, secure, and supportive setting and due to an upsurge in local demand, we have expanded our capacity from 32 to 60 learners from September 2021. We ensure that the children and young people we care for can develop the skills and confidence necessary to help them fulfil their educational and social potential.

As well as our dedicated independent school, we also work with multiple partner schools in the local community, providing student support in their own educational environment.

Main purposes of the job

As a Kitchen Assistant working in a busy school kitchen, you'll help prepare, cook and serve lunch to pupils. You'll also carry out other kitchen tasks, including cleaning, and setting up and clearing the school dining hall or eating areas. You must be mindful of the need to ensure all TWT students and staff receive a high level of food production and balanced diet accordance to the government legislation in accordance health and safety requirements (consistent with the Staff Handbook)

Essential

- Must have relevant experience and an understanding of safe and correct food hygiene/handling procedures.
- Educated at GCSE level or equivalent
- Enthusiasm
- Will need to complete a DBS or have an updated version
- Pro-active with the ability to work unsupervised
- Good communications skills
- Upbeat with positive attitude
- A basic knowledge of health and safety
- High level of flexibility with the role and hours

Desirable

- Have a Level 2 food hygiene certificate or be willing to work towards this
- Knowledge of health and safety, food safety and hygiene procedures
- Allergen awareness trained
- An NVQ in catering
- Had previous experience with COSHH training
- First Aid qualification

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Behaviours

- Positive impact on colleagues and
- Projects appropriate professional image.
- Clear communication with internal and external personnel.
- Keeps line manager and team informed of progress or difficulties.

Daily Responsibilities

- Maintain the high level of hygiene standards throughout the catering establishment
- Be in correct and clean uniform during meal preparation.
- Correct tools must be used to prepare meals.
- All food to be produced and garnished to a high standard and to the correct temperature
- All chemicals to be stored away in locked cabinet except daily spray bottles
- All accidents to be logged as they happen in the SFBB manual
- Report all issues in the day to day running of the kitchen to the Head Chef Report any Maintenance issues to the Quality Assurance Manager.
- Record all accidents and Health and safety concerns on School pod

Weekly Responsibilities

- Check all equipment are safe with no defects
- Check all fridges and freezers are running correctly
- Report any defects to Head Chef and Quality Assurance
- Other related duties as directed by the management from time to time

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