

ADCOTE SCHOOL

JOB DESCRIPTION

POST: KITCHEN ASSISTANT

RESPONSIBLE TO: The Head Chef / The Bursar

STATUS: Permanent / Full Time / Term Time plus six weeks (41 weeks)

HOURS OF WORK: 40 hours/week made up of 5 x 8hr shifts: Could include some weekend and evening work. Days to be confirmed.

HOURLY RATE: Rate £6.89 - £9.20/hr (Dependent on age and experience) Inc Holiday pay

An opportunity has become available to join our committed and friendly catering team, as a Kitchen Assistant at Adcote School. We are looking for someone who is hard working, enthusiastic and has excellent standards of customer care.

With training and uniform provided, an affable and conscientious assistant is required to work with our existing team, where the focus is on excellent quality, fresh foods and outstanding service delivery. If you have pride in your abilities, a desire to prove that you are one of the best and if your standards meet with ours, we would love you to join our team.

Ideally with previous experience of catering, or the ability to learn new skills, the successful candidate must be flexible, reliable, friendly and be committed to delivering excellent customer service with a consistent smile.

Duties will include:

- . Serving customers
- . Setting up the counters
- . Preparing the service area
- . Basic food preparation and assisting the chefs where possible
- . Working in the wash-up area
- . Keeping the kitchen and Dining Hall clean and tidy including cleaning dining tables
- . Clearing down.

Health and Safety:

- . Maintain a safe and positive working environment.
- . Under the Health & Safety at Work Act a member of staff is required to take reasonable care for his/her own health and safety and abide by the School's Health & Safety policy.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

In the first instance please contact the School Secretary on 01939 260202 for a Job Description application form.

Then send your CV, covering letter and application form to:

Email: schoolsecretary@adcoteschool.co.uk

or The School Secretary,
Adcote School,
Little Ness,
Shrewsbury
SY4 2JY
Tel: 01939 260202

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

The school reserves the right to appoint an individual at any point during the process.