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| Job Title | Kitchen Assistant – Repton Prep |
| Job Family | Catering Department, Facilities and Services |
| Line Manager | Repton Prep – Head Chef |
| Key Stakeholders/Internal Customers | Head of Catering, Executive Chef, Domestic Bursar, Prep SMT |
| Hours | Mon, Tue, Thur, Fri – 11:30am-6:30pm Wed - 9:00am-6:00pm This is a predominantly a term time only position (36 weeks), however the role does carry a commitment during the school holidays to the School’s Enterprise division, working a total of 288 hours. |
| Holidays | Your annual salary will include 5.6 week’s paid holiday. You will be entitled to take as holiday any day that the School is not in session. |
| Location | Repton Prep School |
| Benefits | Employer Pension Scheme Discount on Sports Centre Membership |
| Role Overview | |
| <p>To work as part of the catering team at Repton Prep School in the provision of a first-class food service. Assisting the Head Chef and Senior Sous Chef delivering high quality, fresh, nutritious, imaginative food that meets the needs of the pupils, visitors, and staff within the parameters of set budget.</p> <p>Assist with the setting up service counters, basic food prep, serving food and clear down of area afterwards. Assist with the cleaning of all crockery, cutlery, and service utensils within the kitchen area.</p> | |
| Role Outcomes | Key Performance Indicator(s) |
| Management & Cooking - To be part of the kitchen team in the delivery of excellent, fresh food, which is well prepared and presented on every occasion. Presentation and delivery of imaginative, well balanced, and nutritious food for all pupils, staff, and visitors. | Set up appealing food offers using fresh ingredients wherever possible. Feedback from students & staff Compliance with EHO and Health & Safety legislation |
| Service Design and Delivery - The delivery and presentation of a quality catering product, which is managed efficiently, effectively and to the highest standards, meeting the broad expectations of pupils, staff, and visitors. | Delivery vs SLA Feedback from internal stakeholders Cost management/effectiveness Quality of Service – review and feedback |
| Compliance - All catering operations, working practices and associated areas meet requirements for compliance, inspection, Environmental Health, H+S and all other relevant legislation. Relevant policies and protocols are in place, with supporting practices. | 100% Compliance Policy/Practice |
| Performance - To support the senior chefs to complete reports and records ready to be returned in a timely fashion to the Head of Catering for inspection & review. | Team Feedback and weekly team meetings with the kitchen team weekly performance. Allocation of duties & rotas |
| Budgetary Control - Tight budgetary control is exercised in the allocation of duties and provision expenditure is monitored against budget. | Support the Head chef in achieving these goals. |

Role Responsibilities

Kitchen Assistant

The role of Kitchen Assistant is responsible in assisting the head chef and catering team in the provision of a high-quality catering service - this role is focussed on the delivery of the food offer. This is a hand on, proactive role that requires a passion for fresh, nutritious, and seasonal produce, setting up and being organised, delivery to pupils, staff, and visitors. Whilst after service clearing down and ensuring you are organised for the following day.

Managing Resources

- To work closely with the Head Chef to provide best value without comprising quality of catering, food service and hospitality.
- To ensure that you support in the clean down and set up of all areas.
- To ensure delivery notes/invoices are checked against orders/delivered items, signed for as accurate and any discrepancies are communicated immediately to the supplier.

Service Provision and Delivery

- Work closely with the Head Chef to ensure effective delivery of service.
- Proactively respond to service issues or escalations. Promptly and resolve professionally.
- Proactively review the quantity and quality of all food during service periods.
- To constantly strive to improve what we do.
- To ensure that sufficient portions are prepared and available at the appropriate service times.
- To ensure that food is attractive and appealing to the end user of the catering provision.

Health and Safety/Compliance

- To ensure adherence to all procedures within the School's Health & Safety manual.
- To ensure compliance with the agreed health and safety policy and the completion of daily due diligence diary, adhering to COSHH regulations regarding food, equipment, materials, and general safety.
- To ensure that the safe and efficient functionality of all kitchen equipment and report any defects to the Head Chef.
- To ensure that all catering staff maintain a clean and hazard free kitchen and follow best practice on all aspects of food storage, preparation and service relating to customer health.
- To always ensure the security of catering areas, that storage areas are locked, and that the facility is secure out of hours.
- To ensure that all catering personnel maintain high standards of cleanliness, personal hygiene, and appearance.
- To maintain level 2 food hygiene as a minimum, undertaking refresher training when required.
- To ensure that allergens are well managed in line with the schools Allergen policy and government guidelines. Complete Allergen training and undertake refresher training on an annual basis.

Other Responsibilities

- To operate within the ethos, culture, overall aims & policies of the School.
- Provision of induction training for new team members.
- To work flexibly and undertake when required other duties associated with supporting the needs of the school such as functions or as may reasonably be determined by the Head of Catering or Director of Facilities & Services.
- Any other duties as the School may reasonably request.

Person Specification

Relevant Prior Experience

- Experience in working within a busy & diverse kitchen.
- Experience in the delivery of quality, nutritious and well-balanced food.
- Experience in working front of house in a school environment.
- Knowledge of relevant Food Hygiene & Health & Safety Regulations.

Candidate Profile

- Passionate about cooking, food and fresh produce.
- High energy, resilient, can-do attitude, proactive and flexible approach
- A nice person, who can work alone or within a team
- Keen to support staff and pupils, whilst working towards the School's ethos & objectives
- Confident verbal communicator, able to communicate effectively with professionals, staff, pupils, and contractors.
- Well organised, used to working at pace.
- Care and attention, particularly for all aspects of food presentation & safety

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep.

Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g., teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the School may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916-Child-Protection-and-Staff-Behaviour-Policy.pdf>