



# Pitsford School

## Job Description

Job Title:	Kitchen Assistant (Fixed Term Contract)
Responsible to:	Catering Manager
Salary:	£11,182.78 pa (Actual)
Hours:	30 hours per week (9.00am to 3.00pm, Monday to Friday).
Working Weeks:	34 weeks per year (Term time)
Start Date:	September 2022

### JOB PURPOSE

Pitsford School is a co-educational independent school for pupils aged 3 – 18 years old. The school offers a very attractive working environment based in delightful rural parkland setting of some 30 acres close to Northampton city centre.

Under the overall direction of the Headmaster but line-managed by the Catering Manager, the post holder's responsibilities are:

- The post holder will be responsible for supporting the catering team to ensure the smooth running of a busy kitchen and dining room.

### KEY RESPONSIBILITIES

Under the direction of the Catering Manager you will:

- Assist in the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting and chopping fruit, vegetables and salad items.
- Assist with the unloading of delivered food supplies.
- Washing, both manually and with the dishwasher all kitchen and dining utensils and equipment.
- Cleaning all dining room tables and chairs during the break and lunchtime period.
- Sweeping and mopping the dining hall and kitchen floor ensuring all slip and trip hazards are attended to immediately.
- Emptying bins of all kitchen waste and disposing it properly.
- Ability to handle cash and liaise with students during morning tuckshop.
- Ensure that the School's health, safety and behaviour policies are adhered to
- To undertake any other duties as requested by the Head, these duties may change from time to time without changing their general character or level of responsibility

Headmaster: Dr C Walker

Pitsford Hall, Pitsford, Northamptonshire, NN6 9AX

Tel: 01604 880306 Fax: 01604 882212 e-mail: [office@pitsfordschool.com](mailto:office@pitsfordschool.com)

Registered Charity No: 298910 Company No: 2281187

[www.pitsfordschool.com](http://www.pitsfordschool.com)





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## PERSON SPECIFICATION

Attributes	Essential	Desirable
Education and Qualifications	Good level of education to Grade C or above in English and Maths	
Experience and Knowledge	Experience as a kitchen assistant	Knowledge of food safety regulations
Ability and Skills	Ability to work under pressure, under their own initiative and as part of a team.	
	Able to work with a wide range of people in a professional manner	
	Good organisational skills and time management	
Health and safety	The post holder should be committed to health and safety, and be willing to undertake training to enable the implementation of procedures for the welfare of pupils and staff	
Safeguarding	In addition to the normal pre-employment checks, the post holder will be required to undertake an enhanced Disclosure & Barring Service (DBS) check	
Other work elements	The post holder will regularly move around during their normal working pattern, walking and standing.	

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