



BENTON PARK SCHOOL

'Creating a climate for great learning, success and opportunity'

Post Title: General Kitchen Assistant
Salary Grade: A1
Contract Type: Permanent/Part Time/Term Time Only plus 5 days.
(The role will require flexibility with some evening and weekend hospitality work required)

Responsible to: Head Chef

Purpose of the job:

To assist in the provision of a high quality catering service. This post does require a level of physical effort throughout the day due to lifting and moving of food stock, bending and leaning over the service areas.

The specific responsibilities include:

- Assisting in the preparation of food and drinks on a daily basis and for a wide variety of events, within a fast paced environment.
- Commitment to deliver an efficient service to our customers.
- Set up the service and dining areas and deliver a positive dining experience.
- Wash crockery, cutlery, cooking and serving utensils, all kitchen equipment, walls and floors in the kitchen and dining areas
- Maintaining excellent cleanliness throughout the kitchen and dining areas.
- Ensuring that Health and Safety and Food Hygiene Regulations are adhered to.
- Maintain effective food labelling system of prepared foods
- Ability to work as part of a team and on your own initiative.
- Ability to support the team with basic IT requirements as required.
- To support in running day end procedures
- Excellent personal hygiene.

Other Key Areas of Responsibility

- Support and promote the schools policies on Diversity and Equality of Opportunity.
- To be aware of and comply with policies and procedures relating to Child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner.
- To be aware of and comply with policies and procedures relating to data protection and the security and confidentiality of data ensuring all concerns are reported appropriately in a timely manner.
- The General Kitchen Assistant will make themselves familiar with the requirements of the Health and Safety Policy, which are relevant to their work and ensure that they lead their department in Health and Safety requirements to ensure compliance at all times.

Headteacher: Miss D Martin

Harrogate Road, Rawdon, Leeds, LS19 6LX Tel: (0113) 250 2330

www.bentonpark.org.uk

E-mail: secretary@bentonpark.net

 [@BentonParkSch](https://twitter.com/BentonParkSch)



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Essential Criteria	How Identified	Desirable Criteria	How identified
<p>SKILLS</p> <p>The ability to work as part of a team and communicate effectively with others</p> <p>The ability to understand instructions</p> <p>Preparation of basic ingredients e.g. sandwiches, salads and snacks</p> <p>The ability to work under pressure</p> <p>Sound IT capabilities</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>		
<p>KNOWLEDGE and UNDERSTANDING</p> <p>Knowledge of Health and Hygiene Regulations.</p> <p>Experience of working as part of a team</p>	<p>Application form and selection process</p> <p>Application form and selection process</p>	<p>Knowledge of catering</p> <p>Knowledge of cleaning procedures for catering equipment</p> <p>Culinary Skills</p>	<p>Application form and selection process</p> <p>Application form and selection process</p> <p>Application form and selection process</p>
<p>QUALIFICATIONS/ TRAINING</p> <p>Participate in development and training opportunities</p>	<p>Application form and selection process</p>		
<p>OTHER CONDITIONS</p>	<p>Enhanced DBS clearance</p>		

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