

KITCHEN ASSISTANT

Introduction

Concord College is England's premier international boarding college providing GCSE and A Level courses. Set in 73 acres of Shropshire parkland, the College combines outstanding facilities with first-rate academic performance. The College is regularly rated in the top 20 schools in the UK. We also run our own residential summer course programme during the months of July and August. Students are cared for by dedicated staff in a safe and beautiful environment.

Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Child protection screening is undertaken which includes checks with past employers and the Disclosure and Barring Service.

The Department

The College prides itself on its high standard of catering and hygiene. Three meals each day are served seven days per week and the College also holds many functions. A wealth of nationalities is catered for and menus are varied and interesting. The College serves approximately 600 students plus around 260 staff providing a cooked breakfast, a three course lunch and a two course supper. Service includes a variety of hot meals, a delicatessen bar and sandwiches.

The post holder will be expected to contribute to and promote the College's ethos of dedication, decency, trust and mutual respect.

Purpose of the Role

Kitchen Assistants report to the Assistant Head Chefs and also take direction from the Executive Chef Manager and are required to perform whatever duties are necessary for the successful running of the kitchen and servery in the preparation, presentation and serving of College food.

Main responsibilities/duties include:

- safe handling of both cooked and uncooked foodstuffs;
- movement of all heavy stock;
- safe storage of all foodstuffs;
- preparation of required dishes as specified by the chefs;
- carrying out tasks in compliance with statutory Health and Safety and Food Hygiene regulations;
- safe use of kitchen equipment and machinery;
- cleaning and maintenance of kitchen equipment and machinery, including responsibility for the cleaning of the extraction canopy and the interior of the panwash machine;
- undertaking wash-up duties;
- safe handling and distribution of cleaning materials;
- attending training, as required;
- carrying out tasks in compliance with Food Hygiene Regulations and Health and Safety regulations,
- complying with policies and procedures, including those relating to Safeguarding and Child Protection, Health and Safety, Welfare, Security, Confidentiality and Data Protection, and reporting any concerns;
- any other task as directed by the Executive Chef Manager/Assistant Head Chefs.

Essential requirements:

- the ability to work on one's own initiative
- the ability to work under pressure
- the ability to follow instructions and carry out tasks with care and attention

The College will provide all the relevant statutory training required to carry out the role safely and to the required standard.

The College reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the College.

Working hours

Total 35 per week on a rota basis to include:

Straight shift weekdays: 7am – 2.45pm or late shift 10.30am-6.30pm (11.30am – 7.30pm during summer courses)

Split shift weekends, working 1 weekend in 4/5:

Saturday 7.15am – 1pm & 4.30pm – 6pm (5.30pm – 7pm during summer courses)

Sunday 8am – 1pm & 4.30pm – 6pm (5.30pm – 7pm during summer courses)

(one rest day off before and after weekend worked)

A degree of flexibility is required and additional hours may be necessary from time to time as workload demands.

Annual leave entitlement

Paid holiday entitlement is 5.6 working weeks per annum, including public holidays. Some public holidays are classed as normal working days.

BMBD/RCP/CE – May 23