

Post

Kitchen Assistant (Maternity Leave cover 3 September – 31 December 2015)

Salary: £7.00 per hour

32½ hours per week (Monday – Friday: 8.00am – 3.00pm)

Working hours may be subject to change following negotiation with the line manager

Term Time + PD days

A Kitchen Assistant is required from **3 September 2015** to **31 December 2015** to cover a maternity leave. The successful candidate will work under the direction of the Catering Manager.

Duties

- Work in conjunction with other Kitchen Assistants to provide appropriate food for the students and staff
- Implement the Hygiene and Health and Safety Regulations as directed by the line manager
- Maintain personal hygiene to health and hygiene standards
- Ensure that the Health and Safety at Work Act Regulations, regarding the use and cleaning of equipment, are adhered to
- Ensure that the kitchen is always clean and organised to the satisfaction of the line manager
- Be trained in the use of the cash registers, as required
- Work in any area of the kitchen, as required by the line manager
- Carry out the following specific duties:
 1. Wash up of crockery, cutlery etc, from the Restaurant, the Hospitality Suite and Admin Office
 2. Wash kitchen cloths
 3. Strip down and clean machines
 4. Clean Restaurant and general tidying up
 5. Wash up equipment used during preparation and cooking of food
 6. Clean kitchen appliances and work surfaces in accordance with cleaning schedules
 7. Put away deliveries and ensure rotation of stock
 8. Prepare, cook and serve food
 9. Ensure good presentation of food on the Servery
- Wear the uniform provided by the Academy at all times when working

Other Responsibilities

- Be versatile and adapt to a range of tasks
- Establish a good working relationship with students
- Be an active part of the departmental team
- To be responsible for safeguarding of children in the Academy
- To act as a role model for the students, adopting the Academy's Dress Code
- To carry out other reasonable tasks from time to time as directed by the line manager or Headteacher

Application

Completed application forms should be returned either by post or by email no later than **10 July 2015** to:

By Post:

Mrs S Davies
Headteacher's PA
Madeley Academy
Castlefields Way
Madeley
TELFORD TF7 5FB

By email:

sdavies@madeleyacademy.com