



Job Description and Person Specification

Kitchen & Food Service Assistant

Job Description

Kitchen & Food Service Assistant

Zero hours contract

NJC Scale B3

£12.85 per hour

Pay award pending

Responsible to: Chef Manager

Start Date: October 2026 (or as soon as possible)

Key objective:

We are seeking to recruit a Kitchen & Food Service to assist with the production and serving of food items and in the care and cleaning of the kitchen and catering equipment, whilst ensuring levels of hygiene are maintained within the kitchen in accordance with the school's standards. Your duties will include basic food preparation, preparing counters and the dining room for service, operating the cashless till system, and cleaning duties. Work is undertaken under the guidance of the cook/catering manager.

Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.

Main responsibilities

- Wash up (manual and dishwasher)
- Wash tea towels and dishcloths
- Clean kitchen equipment, utensils, surfaces, fridges, sinks, ovens, floors, walls, store areas
- Put out, lay and return to storage, furniture used in the dining room
- Clean dining area
- Set up plates and cutlery for use
- Assist with food preparation, including weighing ingredients, washing and chopping fruit and veg, making salads, drinks
- Serve food, including offering encouragement and guidance to assist pupils in making choices
- Receive food deliveries, check off and put away
- Keep records
- Handle sales transactions via a cashless fingerprint system

General

- Be able to work as part of a team, with good interpersonal skills to relate to colleagues, students and parents.
- Have the capacity for hard work, enthusiasm, self-motivation and the ability to work to deadlines
- Literacy and numeracy skills required, to be able to read instructions, work out simple measurements and undertake simple arithmetic.
- No previous experience necessary.
- Able to operate equipment and use materials

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- Understand and can work to procedures, follow straightforward instructions and read labels. Understand and operate within regulations, policies and procedures, eg. HASAW
- Can identify straightforward solutions to simple problems, eg. improving working methods.
- Understand food hygiene requirements/regulations - through on the job or in-house training
- Can exchange straightforward information with colleagues and users
- Display commitment to the protection and safeguarding of children and young people
- Value and respect the views and needs of children

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

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This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.