

ADCOTE SCHOOL

JOB DESCRIPTION

POST: GENERAL KITCHEN ASSISTANT

RESPONSIBLE TO: Head Chef / Operations Manager

STATUS: Permanent / Part time Term time plus 3 half terms

HOURS OF WORK: 16 hours per week, 2 days - will include evening and weekend hours.

HOURLY RATE: Rate £14.24 per hr. Inclusive of Holiday pay

An opportunity has become available to join our committed and friendly catering team, as a part time General Kitchen Assistant at Adcote School. We are looking for someone who is hard working, enthusiastic and has excellent standards of customer care.

With training and uniform provided, an affable and conscientious assistant is required to work with our existing team, where the focus is on excellent quality, fresh foods and outstanding service delivery. If you have pride in your abilities, a desire to prove that you are one of the best and if your standards meet with ours, we would love you to join our team.

Ideally with previous experience of working in a busy kitchen, or the ability to learn new skills, the successful candidate must be flexible, reliable, friendly and be committed to delivering excellent customer service with a consistent smile.

Duties will include:

- Serving customers
- Setting up the counters
- Preparing the service area
- Basic food preparation and assisting the chefs where possible
- Working in the wash-up area
- Keep kitchen and Dining Hall clean and tidy including cleaning dining tables
- Clearing down.

Health and Safety:

Maintain a safe and positive working environment.

Under the Health & Safety at Work Act a member of staff is required to take reasonable care for his/her own health and safety and abide by the School's Health & Safety policy.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

Please visit www.adcoteschool.co.uk for an application form.

Please follow this link to view our Job application policies. [Application policies](#)

Closing date: 9am 29th June 2026

Start date: TBC

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

The school reserves the right to appoint an individual at any point during the process.