



POST TITLE:	Kitchen General Assistant
SALARY:	£8.91 per hour
START DATE:	20 th April 2021
LOCATION:	Avanti Hall School, Exeter
CONTRACT TYPE:	Part-Time (15 hours)
CONTRACT TERM:	Casual

Govinda's Catering is all about precise, beautifully designed and nourishing menus. We cater for a healthy vegetarian diet, and provide food that is good for the body, mind and soul. Feel good food that genuinely uplifts you. Govinda's currently provide over 4000 meals daily nationwide and support over 9 schools. Our menus are designed by nutritional experts who understand the blend between satisfying children's tastes and providing them with essential food types for their growth and development.

Govinda's has been growing at a fast rate year on year and this will only continue as we expand our market and develop our services. This is an exciting opportunity to get involved in an ever-evolving team of food enthusiasts to help spread this delicious and nourishing food far and wide!

Your Key Responsibilities:

- To prepare all types of food in line with CPU requirements
- To operate within a team of permanent, part time and flexible staff in the unit, ensuring that the manufacturing service is successfully delivered consistently to the required standard on a daily basis.
- To participate in ensuring the smooth running of all operations.
- To liaise and co-operate with the Manager or other unit chefs, to produce all meals in line with specification.
- To help the Manager prepare all food and refreshments required for staff, students and hospitality requests on a daily basis and provide these in a prompt and professional manner at all times.
- To assist in all aspects of the day to day duties in the kitchen and ensure that the required catering service is successfully delivered on a daily basis. This includes working as an effective team member.
- All CSA's must be physically able enough and prepared to complete all tasks set by the Manager which would include all of the following below:
- Thorough and effective cleaning of the manufacturing and packing areas, including the movement and replacing of any furniture and equipment as required.
- Preparation of meals and or packing, observing all Quality, Hygiene and Food Safety requirements.
- The receipt, handling, storage, stock rotation, decanting and counting of all deliveries.
- Removal of waste from the manufacturing areas and recycling in line with the policy.
- To ensure full compliance with all areas of Health and Safety during the preparation and storage of food, including observing and maintaining COSHH, Safe Systems of Work, Risk Assessments, HACCP records & temperature controls, as requested.
- Report any defects, risks or near miss incidents immediately in accordance procedure.



- To engage and commit to positive teamwork and communications between the catering staff at all times.
- To attend and undertake any reasonable request for training and instruction as required by the company.
- To wear any provided uniform or PPE correctly, and to take good care and maintain it in a clean and smart condition [eg: washing and ironing]
- To undertake any further duties as may be reasonably requested by Manager on site.

Skill's Required:

- A fast learner with an interest in kitchen work
- The ability to stand for long hours
- Willingness to adhere to health and safety rules
- Good organizational skills
- The ability to work unsupervised in a busy environment
- Patience and cool-headedness
- Kitchen experience

We are able to offer:

- enthusiastic, motivated and friendly team;
- an attractive working environment;
- supportive staff;
- great opportunities for professional development.

Applying

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Avanti Schools Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All successful candidates are required to have an Enhanced DBS check unless internally appointed and still within the cycle of DBS re-checks.



We welcome applications from both men and women of all ages from any background and from candidates with disabilities.

This is a rolling advert and applications will be reviewed weekly.

Application forms can be downloaded at www.avanti.org.uk/careers and must be submitted by the closing date above to careers@avanti.org.uk once fully completed. The successful candidate will be required to sign the application declaration on appointment.

Any appointment subsequently made will be subject to the receipt of satisfactory references and other pre-employment checks.