

KITCHEN ASSISTANT

Candidate Information Pack



This vacancy is ongoing, but we reserve the right to close should a suitable candidate be found.

Purpose of the role:

The Yehudi Menuhin School is looking for a Kitchen Assistant to assist the Catering Manager or Sous Chef on duty in the effective delivering of the breakfast, lunch and supper services ensuring that the kitchen and washing areas are kept clean and tidy at all times.



Key points about the role:

Contract type:

Permanent

Salary:

£9.70 per hour

Reporting to:

Catering Manager

Hours:

Morning, afternoon and weekend shifts available. Please contact Lucy Flower (recruitment@menuhinschool.co.uk) to discuss possible working patterns.

Start date:

October 2020

The Yehudi Menuhin School

The Yehudi Menuhin School was founded in 1963 thanks to the vision and determination of an extraordinary musician and world citizen, the celebrated violinist Yehudi Menuhin. A brilliant educator, he feared that the lack of specialist music provision for children at an early age would result in an irreversible decline in the provision of world-class instrumentalists.

Inspired by a visit to Moscow's Central School for Young Musicians, Menuhin set out to develop a specialist music school in the UK for extraordinarily gifted children. These boys and girls, aged between seven and nineteen, would come from all corners of the globe, regardless of their race, creed or parents' financial position. His vision was that the School would not only attract potentially the most outstanding performers of their generation in string instruments and piano, but that they would also become well-rounded and compassionate people as a result of the high quality academic activities and pastoral care provision. Menuhin was also passionate in his belief that the School should share its music with the local community.

In 1964 the School moved from London to its current location in Cobham, Surrey, and gradually expanded to include new teaching and boarding blocks. In 1973 the School was accorded special status as a 'Centre for Excellence for the Performing Arts' and was one of the first schools to receive support from the Department for Education's Music and Dance Scheme. January 2006 saw the opening of the 300-seat Menuhin Hall, greatly enhancing the performance opportunities for the pupils and allowing the development of a 'Celebrity Series', attracting musicians of international renown. In 2016, new Music Studios were opened, providing state-of-the art teaching and practice facilities.

Starting with just 15 pupils in September 1963, the School has expanded significantly over the last five decades while remaining true to Menuhin's values and ethos, and currently hosts 85 boys and girls from 22 nationalities.

Working here

The School is set in gorgeous grounds and we offer a friendly working environment with a strong sense of community. Staff and pupils are on first name terms, and all staff are encouraged to take an active part in the broader life of the School.

We place a high value on the on-going professional development of all our staff as well as the full induction and training of all new staff.

We are committed to the wellbeing of all pupils and staff, and provide a 'no-smoking' environment.

Job Purpose

The Kitchen Assistant will assist the Catering Manager or Sous Chef on duty in the effective delivering of the breakfast , lunch and supper services ensuring that the kitchen and washing areas are kept clean and tidy at all time.

Job Scope

The job holder is required to be reliable and responsible, to fulfil their role effectively and to be willing to use their initiative to aid smooth running of the kitchen.

Key Responsibilities

Morning Kitchen Duties

- Set the breakfast with the chef on duty
- Help the chef on duty to put the deliveries away
- Wash all the crockery from Breakfast in the dishwasher and once they are dried put them away back in their storage trays.
- Empty and clean the dishwasher at the end of service.
- Wash all cooking dishes and utensils
- Make sure all the bins are emptied and kept clean and tidy
- Sweep the floors in the service area and main kitchen once the breakfast washing is done
- Make sure that all the aspect of basic hygiene are met.

Lunch Kitchen Duties

- Work with the other assistant/porter to deliver a good clean of the crockery, pans and dishes using the dishwasher during the lunch service.
- Empty and clean the dishwasher at the end of service.
- Take all the bins out and make sure they are sanitized before replacing the bag
- With the help of the other assistant/porter sanitize all the tables and the surfaces in the restaurant between the two lunch services.
- Make sure that all the surfaces are kept clean and tidy using soapy water and sanitizer spray

Evening Kitchen Duties

- After all the lunch cleaning and washing requirement are done, clean and sanitize all tables and surfaces in the restaurant.
- When the lunch service is finished swipe and mop the kitchen and serving area floors.
- Assist the Sous Chef in the setting of the evening service
- Wash all the crockery from supper in the dishwasher and once they are dried put them away back in their storage trays.
- Empty and clean the dishwasher at the end of service.

KITCHEN ASSISTANT: CANDIDATE INFORMATION PACK

Skills and experience you will need	Essential	Desirable
A reasonable level of fitness, ability to bend, push, pull and lift repetitively during working hours and handle heavy equipment or containers used for cleaning	✓	
Awareness of health and safety procedures, knowledge of cleaning chemicals, proper storage and disposal methods	✓	
Good organisational skills	✓	
Patience and calm demeanour	✓	
Ability to work both alone and in a team	✓	
Able to manage time effectively, self-motivated and with ability to complete tasks to a high standard without direct supervision	✓	
Punctual, reliable and trustworthy	✓	
Have proven people skills in order to communicate effectively with the students and other staff members	✓	
Other:		
Enhanced DBS check		✓

Shortlisted candidates will be assessed using:

- Completed application form
- Competency Based Interview
- References
- Documentary Evidence
- Medical Questionnaire
- DBS



How to apply

If you would like to apply for this role, please contact Lucy Flower on recruitment@menuhinschool.co.uk to request an application form.

Applications must be made using the School's own application form. Please note that a CV without a completed application form will not be considered. Applications should be sent to (and further information sought from):

Lucy Flower
Human Resources Manager
The Yehudi Menuhin School
Stoke d'Abernon
Cobham
Surrey KT11 3QQ
Tel: 01932 864739
e-mail: recruitment@menuhinschool.co.uk

The School is an equal opportunities employer and committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure & Barring Service.

The School is a Registered charity: 312010



@menuhinschool



@yehudimenuhinschool



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