

JOB DESCRIPTION

School/College:	St Clements High School
Job Title:	Catering Assistant – Permanent
Grade:	Scale B, Points 7-9, (£8.55 - £8.68/ hour) (£16,495 - £16,755 FTE based on a 37 hour week – please note that the salary will be pro rata)
Hours/weeks:	30 hours per week, 38 weeks per year (Term Time only). Monday - Friday
Responsible to:	Catering Manager
Working With:	Catering Manager Catering Staff Students Staff

How to Apply

Please submit your application form (available on the West Norfolk Academies Trust Website, Vacancies page) by e-mailing it to: recruitment@westnorfolkacademiestrust.co.uk .

If you require any further information regarding this vacancy or the recruitment process please e-mail recruitment@westnorfolkacademiestrust.co.uk .

Closing Date: Tuesday 20th February 2019, 9:00am

Purpose of the Job

To participate in the catering provision as agreed with the Catering Manager.

NB This may include the handling of all foods within the catering section and the preparation of dishes/food items for service.

Responsibilities

- To participate in the production of food items in line with the day's menu, or with batch baking where appropriate.
- To participate in the care and the cleaning of the kitchen areas, dining room and equipment as required.

- To serve meals, and to give attention to tables if necessary.
- To talk to the pupils, staff & visitors as appropriate – in order to guide their choice of menu items and increase awareness of foods.
- To assist with the maintenance of quality standards within the catering department.
- To adhere to the cook-safe management system, to all the house rules & critical control points.
- To wash all equipment, both kitchen and service items.
- To prepare the dining facilities – this includes, where appropriate, the placing and removal of the tables and chairs to and from the storage area and with the cleaning of the area after service.
- To participate in the completion of all necessary records as required.
- To cooperate with the Catering Manager with regard to compliance with all food safety legislation relating to the catering industry, with all Health & safety legislation and with the rules, regulations etc.
- To wear appropriate clothing as required by the Catering Manager.
- In addition, any other reasonable duties as requested by the Catering Manager.

Job context and flexibility

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This includes obtaining references and ensures compliance with the DBS process. All staff will be subject to an enhanced DBS (Disclosure and Barring Service) check.

PERSON SPECIFICATION

Qualifications	Essential	Desirable	How assessed
Food Hygiene Qualification		✓	Appl

Skills and Experience	Essential	Desirable	How assessed
Previous experience of working in a school		✓	Appl/Int/Ref
Previous experience in a catering environment	✓		Appl/Int/Ref
The ability to work to specified procedures consistently	✓		Appl/Int/Ref
The ability to understand written instructions/information	✓		Appl/Int/Ref

Personal qualities	Essential	Desirable	How assessed
Ability to complete tasks speedily and accurately	✓		Appl/Int/Ref
High standards of personal hygiene	✓		Appl/Int/Ref
Ability to communicate effectively with colleagues, pupils, staff and visitors	✓		Appl/Int/Ref
Ability to work either alone or as part of a team	✓		Appl/Int/Ref
Ability to complete all necessary documentation, including timesheets, temperature sheets and cleaning schedules	✓		Appl/Int/Ref
Flexibility to work extra school events as required	✓		Appl/Int/Ref

Appl = Application form

Int = Interview

Ref = Reference