



## Job Description

### Name

### Job title

Catering Assistant

### Hours of work

22.5 hours per week/39 weeks per year (term time only)  
9.15am to 1.45pm Monday to Friday

### Employment status

Permanent part-time

### Annual Salary

Grade B £24,413 pro rata

### Actual annual salary

£12,769 - £13,059

### Safeguarding children, young people and vulnerable adults

Hardenhuish School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Job Purpose

Assist with the efficient operation of the School kitchen(s).

## Responsible to

Andrea Gould, Director of Resources and Mark Langley, Catering Manager

## Responsibilities

Effective working relationships will need to be established with the Catering and Deputy Catering Managers, Cook, Catering Assistants, staff and pupils using the school kitchen(s).

## Responsible for

Assisting with the preparation and sale of food within the School kitchen(s) and dining rooms.

## Key Tasks - Catering

- Assist with all aspects of the preparation and presentation of fresh food
- Ensure that service counters are full and replenished regularly throughout each meal service
- Deliver and set up hospitality orders for meetings on site
- Comply with health & safety, hygiene and food safety regulations in relation to the preparation, cooking and serving of food in the canteen
- Assist with the setting out of tables and chairs for meal service and be responsible for the cleaning and clearing away of canteen furniture as required
- Use the cashless till system for payment of food and drinks from staff, pupils and visitors to the canteen
- Undertake washing up and clean kitchen equipment to the required standard

## Other Duties

This job description is intended as a guide to the general duties required of the post.

The postholder may be required to undertake training and perform duties other than those given in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. Where a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation.

## Disclosure and Barring Service

The nature of the work requires that the postholder has undergone checks by the Disclosure and Barring Service and has enhanced clearance.

**Equal Opportunities**

All employees have a responsibility to understand and abide by the obligations laid down in the school's equal opportunities policies.

**Health and Safety**

All employees have responsibility for their own health and safety and for that of others who may be affected by their acts, or omissions. Staff are required to adhere to all health and safety regulations, guidance and procedures at all times.

**Data Protection**

All employees of the School are expected to conform to Data Protection legislation and only divulge confidential information of any sort, in relation to the School's business, to authorised third parties, in accordance with the current pertaining Data Protection Policy, Freedom of Information Policy and Security of Information Policy, all of which are available on the School's website and will be issued to you in September. All staff are required to read these policies annually and to adhere to them.

**Confidentiality**

All employees are expected to respect confidentiality in relation to school business and pupil data.

## Person Specification

Qualifications	Essential	Desirable
Equivalent to NVQ level 2 in a catering or related field		✓
Basic food hygiene and safety certificate		✓
Experience	Essential	Desirable
Experience of working within the catering trade/food industry or experience of working in at least one primary or secondary school	✓	
Personal Qualities	Essential	Desirable
Enjoy working in an environment with children and/or young adults	✓	
Enjoy working within a catering/food environment	✓	
Punctual and reliable	✓	
Self-motivated and ability to work to deadlines	✓	
Ability to work well within an established team	✓	
Good communication skills	✓	
A friendly disposition and good sense of humour	✓	
Smart and clean appearance (uniform provided)	✓	
Flexible approach to duties	✓	
Positive attitude towards training e.g. Food Hygiene and Health & Safety	✓	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_