

Queen Elizabeth Grammar School, Penrith



Job description: Catering assistant

Queen Elizabeth Grammar is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: 9.50 per Hour

Hours: 16.25 per week (11.30am -2.45pm) with some flexibility

Contract type: Part time, term time only

Reporting to: Catering Manager

Main purpose

To provide a high-quality catering service which supports the wellbeing of pupils and staff. This includes meeting school catering and health and safety standards.

Duties and responsibilities

- Support the provision of high-quality school meals in line with government guidelines and legislation on school nutrition standards
- Prepare food in line with the expectations of the catering manager
- Serve food to students and staff
- Operate the cashless tills
- Undertake washing up activities
- Undertake general cleaning

Health and safety

- Under the direction of the catering manager, follow the school catering standards legislation and the school's food safety policy, health and safety policy, and allergens policy are met
- Ensure that the kitchen and dining area are kept clean and hygienic
- Ensure that kitchen equipment is used safely and according to operating manuals
- Ensure that kitchen and catering equipment is maintained according to the maintenance schedule
- Alert the catering manager to any faulty or damaged equipment
- Adhere to proper hygiene procedures, including wearing the correct uniform
- Record all accidents and incidents

Safeguarding

- Work in line with statutory safeguarding guidance (including Keeping Children Safe in Education, Prevent) and the school's safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

Person specification

CRITERIA	QUALITIES	DESIRABLE OR ESSENTIAL
Qualifications and training	<ul style="list-style-type: none"> • Level 1 Food Safety (or NVQ equivalent) 	<ul style="list-style-type: none"> • Desirable
Experience	<ul style="list-style-type: none"> • Experience of working in an industrial kitchen or catering establishment 	<ul style="list-style-type: none"> • Desirable
	<ul style="list-style-type: none"> • Experience working with young people 	<ul style="list-style-type: none"> • Desirable
Skills and knowledge	<ul style="list-style-type: none"> • Knowledge of legislative requirements for: <ul style="list-style-type: none"> ○ Working in industrial cooking ○ School catering 	<ul style="list-style-type: none"> • Desirable
	<ul style="list-style-type: none"> • An understanding of the routines and challenges of catering in a school environment 	<ul style="list-style-type: none"> • Desirable
	<ul style="list-style-type: none"> • Good organisational skills 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Ability to multitask and work effectively in a stressful environment 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Works well in a team 	<ul style="list-style-type: none"> • Essential
Personal qualities	<ul style="list-style-type: none"> • Sensitivity and understanding, to help build good relationships with colleagues, pupils and staff 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Commitment to promoting the ethos and values of the school 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Commitment to safeguarding pupil wellbeing and equality 	<ul style="list-style-type: none"> • Essential
	<ul style="list-style-type: none"> • Enthusiastic about making a difference to children and young people 	<ul style="list-style-type: none"> • Essential

Notes:

This job description may be amended at any time in consultation with the postholder.

Last review date: September 2022

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Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:
