Sherrardswood School

Job Description and Person Specification

Catering Assistant

Job Description	
Our whole school is committed to safeguarding and promoting the welfare of children and young adults and expects all staff and volunteers to share this commitment.	

Post title:	**Catering Assistant**
Hours of work:	**Monday to Friday, 10:30am-14:30pm, term time only.**
Remuneration:	**£11.44 per hour**
Responsible to:	**Head of School**

Main Responsibilities:	During term-time, the role will be focused on working with the kitchen team, preparing/serving meals, cleaning and supporting the Head Cook, and within school holidays periods, the role will focus on leading in the preparation of food. • Assisting the Head Cook in preparation of food and beverages and cooking meals. • Maintaining safe and hygienic working practices at all times. • To support the School's commitment to safeguarding children. • Assisting with the preparation and cooking of vegetables and salads for serving at mealtimes. • Assisting with general washing up on a daily basis plus any weekly cleaning that is required. • To help serve dinners and help with the clearing up. • Assist with the smooth running of the Kitchen and ordering etc. • Providing refreshments as needed for meetings and functions. • Observation of Health & Safety security and hygiene in the kitchen. • The promotion of a caring environment and good inter-department relations. • Assist with food service as necessary at lunchtime and during functions. • Ensure food is attractively presented and the correct portion controls are in place . • Assisting with food ordering, particularly during periods of school holiday. Stock checking . • Adhering to cleaning schedules, including kitchen, dining areas, furniture and equipment. **This list is not intended to be exhaustive and you may be required to undertake other comparable duties as Sherrardswood School requires from time to time.**

Subject Knowledge & Understanding	• Familiarity with modern kitchen equipment • Up to date knowledge and understanding of Health and Safety regulations. • Knowledge of statutory requirements for food safety.
Professional Standards & Development	• Promoting and safeguarding the welfare of the students with whom you have come into contact. • Ensuring health and safety standards are adhered to and maintained. • To be a role model to pupils through personal presentation and professional conduct • To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work • To be familiar with and support all the School's policies • To establish effective working relationships with professional colleagues and associate staff • To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures • To uphold the school's core values.

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

	Essential	Desirable	Method of assessment
Qualifications:	• GCSE in English and Maths		Production of the Applicant's certificates
Experience:	• Experience of working safely with food.	• Experience of working in a busy kitchen environment.	Contents of the Application Form Interview
Skills:	• An ability to communicate effectively both orally and in writing. • Team working. • Active Listening. • Flexible, with the ability to work on own initiative and to tight timescales. • Being a positive role model.	• An up to date, working knowledge of Health & Safety and Food Safety guidelines.	Contents of the Application Form Interview Professional references
Personal competencies and qualities:	• To be committed to actively support the visions, aims and ethos of the school. • Collaborative team player. • Open and reflective. • Self-motivated. • Professional and positive at all times.		Contents of the Application Form Interview Professional references