



CATERING ASSISTANT

Responsible to: Chef

Contract: The role offers up to 921 hours per year, but we are happy to consider a range of working patterns and hour combinations. We're open to discussing flexible arrangements for the right candidate. Hours are usually worked at a fixed rate of hours per week during published term times plus inset days and the balance of worked during non-term time and peak periods of the academic year

Purpose

- To provide support to the Chef by assisting in the preparation and serving of food, drinks and meals in the school
- To provide a high level of customer service to students, staff and visitors
- Contribute to the development and implementation of the overall ethos and aims of the school.

Duties and Responsibilities

Main responsibilities:

- To assist in preparing, processing and presenting food to the standards expected
- To be well organised
- To serve meals to students, staff and visitors
- To operate the cashless catering system tills
- To provide a catering service that focuses on meeting customer needs
- To encourage students to eat healthy and be able to discuss with them the nutritional standards and allergen information
- To be a team player
- To clear food areas and carry out the necessary cleaning tasks to the highest standard in relation to the kitchen surfaces and equipment, as well as the dining hall furniture and floor in line with the cleaning rotas
- To observe Health & Safety legislation, Catering regulations & School policies
- To participate in risk assessments and notify any risks to the Chef
- To assist in the production of all necessary records as requested by the Chef.

General

- Model, always, the standards of professionalism outlined in the #teamDSHS document.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Comply with the requirements of the Health and Safety at Work regulations. Take reasonable care of the Health and Safety of him/herself and for others affected by his/her work and to co-operate with the employer in ensuring the Health and Safety responsibilities are carried out.
- The school is committed to safeguarding and promoting the welfare of children and young people and the school expects all staff and volunteers to share this commitment.
- The duties described in this job description must be carried out in a manner which:
 - promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equality Opportunities Policy.
 - due diligence is given to the school's obligation to follow the Data Protection Act i.e., record keeping, and data sharing must be done in a GDPR compliant fashion.



Contacts:

- In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive working relationships.
- Internal: Teaching staff, Non-teaching staff, Students, Caretaker, Cleaner-in-Charge, Governors.

Notes

- This job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time, and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- We are committed to providing an inclusive and accessible working environment. We will make reasonable adjustments, in line with the Equality Act 2010, to support disabled employees and applicants throughout the recruitment process and during employment.
- This post is subject to a criminal record check under the arrangements established by the Disclosure and Barring Service



Person Specification

Attributes	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Level 2 Certificate in Food Hygiene • Experience within a catering environment • Knowledge of basic catering practices 	<ul style="list-style-type: none"> • Level 2 Certificate in Health & Safety • Experience in a high school • Experience working with young people
Skills	<ul style="list-style-type: none"> • Reliable and punctual • Able to effectively complete their work and contribute to work constructively within a team • Able to pay attention to detail and is able to check own work • Able to cope with peaks in workload • Be a team player with a 'can-do' attitude • Understanding school roles and responsibilities and your own position within these • Flexible in approach to issues and finds the most appropriate solution to problems • Able to relate well to young people and adults 	
Personal Qualities	<ul style="list-style-type: none"> • Passion for good food • High standard of personal hygiene • A customer focussed attitude • Presents a professional and friendly disposition • Commitment to training and development 	
Educational philosophy	Knowledge, understanding and commitment to equality, diversity and inclusion informed by practical experience and application	

Safeguarding Children

- We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:
- 1. All appointments are made subject to:
 - a. An enhanced DBS disclosure;
 - b. Checks of professional status (EWC; QTS etc.);
 - c. Confirmation of professional qualifications;
 - d. Receipt of strong references (if not received by the time of interview); and
 - e. Medical clearance



- 2. We only accept applications completed on the Droitwich Spa High School and Sixth Form Centre application form with a covering letter. Please do not send CVs or open testimonials.
- 3. Please ensure that application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.
- 4. The referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.
- 5. When seeking references, we will request information about your suitability to work with children.
- 6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.