

Job Description



Job Title: Catering Assistant – Maternity Cover

Role Outline

We are looking for someone to join and support our friendly school kitchen team providing maternity cover from 1st September 2022. The hours are 10.15am to 2.15pm, Monday to Friday (20 hours per week); term-time only + INSET Days.

Line Management

Directly responsible to the Catering Manager

Main Responsibilities

This position involves but is not limited to the preparation and serving of food, cleaning, tidying, clearing up and assisting in daily tasks that are needed for the smooth running of the School Kitchen and Dining Hall. This post involves regular contact with children and staff and therefore the successful candidate needs to be able to relate well to children and adults alike.

The successful candidate will have a very flexible approach to work, fitting in and helping where needed and being willing to step in and cover in the event of absence.

Person Specification

- High standards of work ethic and self-motivation as well as being a team player
- The ability to form positive relationships with children and adults
- Basic catering and food hygiene knowledge
- Awareness of and keen interest in healthy eating, nutritional information and food allergies
- High standards of personal presentation, punctuality, professional standards & teamwork
- Empathetic to social, emotional & physical needs of all children
- Very good interpersonal and organisational skills
- A good sense of humour

Training and Development of Self and Others

- Develop and maintain a culture of high expectations for self and others
- You will be expected to undertake all necessary training related to this role as and when requested by the Catering Manager and/or Headteacher
- Undertake Educare Online Training

General Requirements

All School staff are expected to:

- Maintain highest professional standards of appearance, punctuality, and conduct
- Forge positive, courteous relations with pupils, parents and colleagues
- Act with integrity and ensure that confidential and sensitive issues are dealt with in an appropriate manner
- Work towards, and support, the vision and the current objectives outlined in the School Development Plan
- Support and contribute to the School's responsibility for safeguarding students
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors

- Engage actively in performance management
- Actively promote the School's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place
- Comply fully with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work
- Ensure that security procedures are upheld