



Mount St Mary's College / Barlborough Hall School

Job Description

Job Title:	Catering Assistant
Salary:	£8.00 per hour
Department:	Catering
Location:	Barlborough Hall School
Hours of Work:	6.5 hours – Friday only (Term Time) 7.30am – 2.30pm
Responsible to:	Cook Supervisor

Job Purpose

Under the instruction/guidance of senior staff: provide a clean and hygienic school environment which meets specified cleaning standards. Assisting in the Catering Department to provide high quality food preparation and catering service in a clean and hygienic kitchen environment, which meets specified catering and cleaning standards. You will work as part of a team to create and maintain purposeful, orderly, hygienic and productive working environment.

Main duties and responsibilities

The post holder will be expected to:

- Assist in the preparation of salads & sandwiches and serving refreshments.
- Assist in the service of meals when required.
- Maintain a high standard of hygiene and cleanliness in the food preparation and service areas at all times, paying attention to the health and safety regulations.
- Carry out general cleaning duties in dish wash and other relevant areas.
- To keep all work areas clean and tidy.
- Prepare food and beverages for special functions and assist in related activities which may sometimes be outside normal working hours.
- Relieve in other service areas within the kitchens during periods of holidays, sickness etc.
- Work on your own initiative, supporting Cook Supervisor.
- Flexible in their approach with some evening and week end work.
- Assist in the pavilion cafe and bar if and when required.

All School staff are expected to:

- a. Work towards and support the School's vision and the current objectives
- b. Support and contribute to the School's responsibility for safeguarding and promoting the welfare of children and young people, adhering to all safeguarding policies and procedures.
- c. Value, promote and advance equality and diversity
- d. Work within and adhere to the School's health and safety policy to ensure a safe working environment for staff, students and visitors
- e. Adhere to Data Protection principles and policy, ensuring confidentiality of the School's activities is maintained in order to protect the integrity of the organisation and its people
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- g. Engage actively in the performance review process
- h. Undertake other reasonable duties commensurate within the grade as required from time to time

Mount St Mary's College / Barlborough Hall School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment.

PERSON SPECIFICATION

The post holder must:

- Be reliable, punctual, diligent and enthusiastic,
- Have ability to work with minimal supervision at times
- Have a willing attitude to promote and ensure the good reputation of the school and carry out any other duties commensurate with the post.
- Have ability to cope with periods of pressure and prioritise workload accordingly, meeting all deadlines
- Be able to communicate effectively with both staff and students
- Work flexibly and share in workloads, particularly during periods of pressure
- Be able to carry out all duties to a very high standard
- Maintain personal cleanliness and to food hygiene requirements
- Be suitable to work with Children and Young People

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and/or your manager. This job description may be reviewed annually and it may be modified or amended at any time during the year after consultation with the post holder.

Prepared May 2018