



Job Description

Catering Assistant

- Hours:** Part time: 1130-1330 Monday to Friday, term time only (x15 hours a week)
- Responsible to:** Mrs Jane Chandler, Catering Manager, and Sally Witts, Bursar
- Clothing:** All kitchen staff will be provided with a white overall, white cap to cover the hair and black non-slip shoes
- Qualifications:** Foundation Certificate Food Hygiene Level 2 (as soon as possible)
- Salary:** £5,779 per annum

Come and join our friendly catering team at this well-regarded co-educational school in Epsom.

Duties: The duties and competencies outlined in this job description cover general responsibilities as the precise activities described below may develop and vary over time according to the needs and demands of a growing school.

Responsible to: Catering Manager, Jane Chandler

Responsible for: Ensuring high standards and delivery for the Catering Department and the smooth, efficient running of the Catering areas.

RESPONSIBILITIES

- General duties within the catering facilities
- Assist in the preparation and service of school meals
- Assist with cleaning of kitchen equipment and catering areas
- Serving at meal times
- Ensure that high standards of hygiene are adhered to at all times
- Clearing up kitchen and all service areas at the end of the day
- To assist in some of all of the school events' catering.
- To comply with the school's Health and Safety Policy and all hygiene related guidelines.

Effective Day to Day Operations:

- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment
 - Engage with the School's appraisal system and use it proactively to develop as a professional.
 - Promote equality of opportunity and diversity within the school. The whole culture and ethos of the school prevents any form of direct or indirect discriminatory behaviour
 - Support the school ethos that encourages students' spiritual, moral, social and cultural development to equip them to become thoughtful, caring and active citizens in school and in wider society
 - Promote effective safeguarding and a culture of vigilance where students' welfare is promoted
 - Enactment of Health and Safety requirements and initiatives as appropriate.
- Other duties
- Attend all training and events required as part of directed time
 - Contribute to the wider life of the school if required
 - Perform all other reasonable requests from the Catering Manager
 - Respect confidentiality at all times.

The duties described in the Job Description may vary or be amended from time to time without changing the level of responsibility associated with the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

Catering Assistant - Person Specification

Preferred, but not essential:

- Training will be provided in school's procedures.
- Food Hygiene & safety qualification or equivalent. Training will be provide to obtain Level2.
- Working knowledge and implementation of Health & Safety requirements in the workplace
- Understanding of Food Safety principles
- Knowledge of food intolerances and allergies
- Experience of catering for large numbers

Attributes

- A genuine interest in food.
- Ability to thrive in a high pressure/ volume environment.
- Good communication skills both with adults and young people
- Team player with a positive and collaborative attitude
- Commitment to high standards and expectations
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role and able to use own initiative
- A good sense of humour
- Present a good role model to students

Application procedure:

If you have any queries about the role please contact our Bursar
s.witts@kingswoodhouse.org

Interviews: By invitation

Kingswood House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment process will include an enhanced DBS check, medical screening, confirmation of right to work in the UK, social media check and all other pre-employment checks in line with safer recruitment requirements.

Application deadline: 18/11/2022

Expected start date: 01/01/2023

Signed.....

Date.....