

Warwick Independent Schools Foundation

Warwick Preparatory School | Warwick Junior School | King's High School | Warwick School | The Kingsley School

JOB DESCRIPTION

Post Title	Catering Assistant
Rate of Pay	Point 11 – Actual Salary £8,622 per annum 22.5 hours per week for 36 weeks per year (term time only + INSET days + 3 days)
Location	Warwick Independent Schools Foundation
Start Date:	ASAP
Purpose of this Job Description: The Foundation considers this document as a “snapshot” of the job and the tasks listed are not an exhaustive list. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.	

Reporting Lines:	WPS Head Chef/ WPS Senior Catering Assistant
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Key accountabilities: The Catering Assistant will work in close liaison with the Head Chef and Senior Catering Assistant to support the safe provision of Food Services at KHS and Warwick Independent Schools Foundation.
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Responsibilities: <ul style="list-style-type: none">• To assist with the preparation of and service of all meals and refreshments as determined by the Head Chef and Senior Catering Assistant• To assist with the preparation of the dining rooms and kitchen ready for service.• To ensure the safe service of all meals and drinks. Paying particular attention to allergens.• To ensure the kitchen and dining rooms are cleaned and maintained to a high standard during and after service.• To wash up, dry and store crockery, cutlery, glasses, pots, pans and utensils in a safe and hygienic manner.• To sweep, mop, wipe and clean floors, walls, tables and all kitchen surfaces and equipment.• To comply with Statutory Regulations pertaining to the safe and hygienic operation of the kitchen as directed by the Head of Food Operations, including the maintenance of records.• To assist in ensuring the physical security of the kitchen, food stores and catering office at all times.• To carry out any other reasonable requests by the Head Chef, FOH manager or Head of Food Operations.
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Safeguarding and Protection of Children and Young Persons In accordance with the Children’s Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS) and other pre-starter checks as required by the regulations governing the appointment of staff within education. The criminal record checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

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<p>Health and Safety: As an employee you are expected to:</p> <ol style="list-style-type: none"> 1. to take reasonable care of your own health and safety 2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work 3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies 4. not to interfere with or misuse anything that's been provided for your health, safety or welfare 5. to report any injuries, strains or illnesses you suffer as a result of doing your job 6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury) 7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy
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	Person Specification	
	Essential Criteria	Desirable Criteria
Qualification	<ul style="list-style-type: none"> • Basic key skills 	<ul style="list-style-type: none"> • Food Safety Training undertaken • Manual Handling • Health and Safety • Supervisory Certificates
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of working in a catering environment or similar for at least 1 year 	<ul style="list-style-type: none"> • Worked in a school kitchen • Has Supervisory experience
Skills/Abilities	<ul style="list-style-type: none"> • Food handling and production technique • An appreciation of cleanliness and hygiene standards and a basic knowledge of Health & Safety at Work requirements • An appreciation of the importance and value of a service culture 	<ul style="list-style-type: none"> • Catering knowledge of food production • Hospitality or Service Sector • Knowledge of Fire Safety Procedures • Knowledge of Food Safety Procedures
Aptitude	<ul style="list-style-type: none"> • Clean and tidy appearance • Shows integrity and discretion • Has a sense of humor and remains calm under pressure • Good communicator • Pleasant and courteous manner 	<ul style="list-style-type: none"> • Able to communicate well with staff and visitors • Interested in and happy to communicate with young people • Interested in different cultures • Resourceful • Independent
Safeguarding Children, Young People and	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding 	

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Vulnerable Adults	children, young people and vulnerable adults. <ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	
Equal Opportunities	<ul style="list-style-type: none">• Understanding of the requirements of Equality and Diversity	

<p>Declaration I have received a copy of this job description and undertake to carry out the duties as described.</p> <p>Employee Signature Date</p> <p>Print name</p>
