



## **CATERING STAFF**

### **Profile**

The following gives candidates an idea of the characteristics that we are looking for in the successful candidate:

- Total reliability
- Excellent time keeping
- Ability to deal firmly but kindly with children aged between 4 and 13 years.
- Ability to deal politely and tactfully with staff and parents
- Cheerful disposition
- Flexibility

The successful candidate will be responsible for ensuring Health and Safety matters are adhered to at all times.

Ideally the successful candidate will have experience of working with children.

The successful candidate will participate fully in the School's Performance Management programme.

All members of Westbrook Hay Prep School are fully supportive of the aims and ethos of the School and all staff share in pastoral responsibility and are expected to promote the general educational and social welfare of individual pupils and classes (whether directly or indirectly) in relation to their position at the School.

Westbrook Hay Prep School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure Barring Service.

## **JOB DESCRIPTION**

### **CATERING ASSISTANT - SERVERY**

#### **REPORTING TO:**

The Bursar

*The purpose of this job description is to outline the main responsibilities of the Catering Assistant (CA). It is not restrictive and includes any other reasonable requests that may arise. The safety and well-being of the children in School is paramount at all times and the CA's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the CA becomes aware of any actual or potential risks to the safety or welfare of children in the School, it is their responsibility to report any concerns to the school's Designated Senior Person for Child Protection, or a Deputy DSP. Listed are the key activities associated with this role. Any catering issues or queries should be addressed to the Servery Supervisor and/or the Chef Manager in the first instance.*

**Hours- As stated in the terms below**



## MAIN DUTIES

### Servery

- Helping to set up the Dining Hall (laying tables, putting out water and cups etc ;
- Serving lunch;
- Clearing and wiping tables in between sittings (12.00pm, 12.45pm, 1.20pm);
- Loading and emptying dishwasher;
- Helping to clear Dining Hall after lunch, to include wiping tables, sweeping and mopping floors in dining hall and conservatory, removing rubbish etc.;
- Help out in other areas as may be required;
- Speech Day and Prize giving's – assisting with preparation of sandwiches, cakes etc for afternoon tea, assisting the Chef Manager as necessary;
- School Play performances – assisting with the preparation, serving and clearing of tea, coffee, soft drinks and cakes/biscuits at two evening performances;
- Assisting with the setup, serving and clearing of New Parents Dining in Night
- Holiday Cleaning – extensive clean of all dining and servery areas and floor polishing prior to commencement of each term;
- Occasional cover may be required for match teas Wed/Thurs until 5pm
- The catering assistant may be required to help with additional events throughout the course of the year.

## CATERING ASSISTANT

### TERMS AND CONDITIONS

1. Salary: £5,115 - £5,245 gross per annum (including holiday allowance)
2. Days/hours:

#### Vacancy 1 - 588.5 working hours per annum plus holiday allowance

Term Time	Wednesday	10.30am – 2.30pm
	Mon, Tues, Thurs, Fri	11.30am – 2.30pm
PLUS	Holiday clean	2-3 days per term
	Speech Day/Prize giving	2 afternoons
	School Play and Dining Evening	3 evenings

#### Vacancy 2 – 605.5 working hours per annum plus holiday allowance

Term Time	Thursday	10.00am – 2.30pm
	Mon, Tues, Thurs, Fri	11.30am – 2.30pm
PLUS	Holiday clean	2-3 days per term
	Speech Day/Prize giving	2 afternoons
	School Play and Dining Evening	3 evenings

3. Holidays: Statutory holiday allowance which must be taken during school holidays, separate to holiday clean.
4. Pension: school stakeholder scheme for support staff.
5. Notice period: 1 month following successful completion of the probationary period
6. Probationary period: 3 months. One weeks' notice



7. References: appointment subject to two satisfactory references; one from immediate previous employer and one other (not a relative or friend): required to be on file before start date.
8. Driving licence: full clean required.
9. DBS: satisfactory enhanced check including barred list required on file before start date.
10. Other documentation: professional certificates (if applicable); medical declaration; overseas declaration.
11. All members of the catering team are required to undertake Food Hygiene training prior to commencing. Access to online training will be provided by the school.
12. Where staff do not hold a valid Safeguarding Training certificate, access to online training will be provided by the school and must be completed prior to commencing.
13. Fee remission: as per the current WBH policy or as revised from time to time.
14. Catering uniform will be provided. Hair must be tied back, nails clear of varnish and jewellery plain and simple (i.e. wedding band).