

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 3 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.

LINE MANAGER
OVERALL RESPONSIBILITY

Chef Manager
The Bursar

The purpose of this job description is to outline the main responsibilities of the Catering Assistant. It is not restrictive and includes any other reasonable requests that may arise. The Catering Assistant'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 at all times. If in the course of carrying out their duties, the Catering Assistant 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 Lead for Child Protection or a DDSL.

MAIN DUTIES

Kitchen

- Preparing salads and ensuring the salad bar is replenished during service;
- Vegetable preparation;
- Preparing bread & butter for morning and afternoon break. Making sandwiches and filled rolls for after school activities and School trips;
- Ensure all deliveries are checked, signed for and stored in correct places;
- Use all foodstuffs in date rotation;
- Inform the Chef Manager of any items that may need to be ordered;
- Maintain refrigeration/freezer temperature records as required by the E.H.O.;
- Wear appropriate dress as provided by the school, keeping hair 'up' and jewellery to a minimum;
- General cleaning duties on a rota basis which will include (but not restricted to) wiping surfaces, cleaning fridges, hot plates, microwave, fryers etc.;

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;
- 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;
- Occasional cover may be required for match teas Wed/Thurs until 5pm

Other

- 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;

CATERING ASSISTANT - TERMS AND CONDITIONS

Salary: £9,685 gross per annum (including holiday allowance)

Working Hours

9.00am – 2.30pm Monday – Friday during term time.

Additional duties throughout the school year as required.

1. Holidays: Statutory holiday allowance which must be taken during school holidays, separate to holiday clean.
2. Pension: school stakeholder scheme for support staff.
3. Notice period: 1 month following successful completion of the probationary period
4. Probationary period: 3 months. One weeks' notice
5. 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.
6. Driving licence: full clean required.
7. DBS: satisfactory enhanced check including barred list required on file before start date.
8. Other documentation: professional certificates (if applicable); medical declaration; overseas declaration.
9. 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.
10. Where staff do not hold a valid Safeguarding Training certificate, access to online Child Protection training will be provided by the school and must be completed prior to commencing.
11. School specific online Safeguarding and GDPR training to be completed prior to commencement
12. Fee remission: as per the current WBH policy or as revised from time to time.
13. Catering uniform will be provided, including a net and hat. Hair must be tied back, nails are natural and clear of varnish and jewellery plain and simple (i.e. wedding band and plain stud earrings).