

Urmston Grammar

Job details

Job title: Catering Assistant

Salary: NJC Scale 3 - Annual salary is £10,734.26

Hours: 16.25 hours per week, Monday to Friday, 11:15am - 3:00pm (lunch provided), term time only

Contract type: Permanent

Report to: Catering Manager

Responsible for: N/A

Core Purpose

The core purpose of this role is to provide effective support to the Catering Manager through the preparation of high-quality food, the service of meals to students and staff, the operation of payment systems where appropriate, and the maintenance of high standards of hygiene and customer service within the school catering environment.

Duties and responsibilities

- To assist in the preparation, cooking and presentation of high-quality meals, snacks and refreshments for students, staff and visitors.
- To serve food in a courteous, professional and efficient manner, promoting a positive customer experience.
- To operate tills, cashless catering systems and payment processes accurately, following all school procedures.
- To support the planning and preparation of food in line with menu requirements and portion control guidance.
- To ensure all food is prepared, handled, stored and served in accordance with current food safety legislation and school procedures.
- To maintain high standards of cleanliness and hygiene within the kitchen, food preparation areas, dining areas and associated equipment.
- To carry out routine cleaning duties, including washing up, sanitising surfaces and ensuring equipment is cleaned and stored correctly.
- To follow all allergen management procedures and support the safe provision of meals for students with dietary requirements, medical needs and food allergies.
- To receive, check, store and rotate stock appropriately, ensuring compliance with food safety requirements and minimising waste.
- To support stock control processes and notify the Catering Manager when supplies require replenishment.
- To work collaboratively with catering colleagues and other school staff to ensure the smooth and efficient operation of the catering service.
- To maintain daily positive interactions with students and staff and respond appropriately to requests, queries and feedback.

- To comply with all Health and Safety legislation, Food Safety regulations, COSHH requirements and school policies and procedures.
- To use catering equipment safely and report any faults, hazards or maintenance concerns promptly to the Catering Manager.
- To assist in maintaining a safe working environment and take reasonable care of their own health and safety and that of others.
- To contribute to reducing food waste and promoting sustainable working practices where possible.
- To attend relevant training and development activities as required by the School.
- To support school events, functions and hospitality activities where required.
- To promote and safeguard the welfare of children and young people in accordance with the School's safeguarding policies and procedures.
- To undertake any other duties commensurate with the grade and responsibilities of the post as reasonably required by the Catering Manager.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School. The post holder will be required to participate in the School's appraisal procedures as an appraisee and, where applicable, as an appraiser. It is a business requirement of the School that the post holder is on site for five days per week. The post holder will also be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility to promote and safeguard the welfare of children. The post holder will comply with Urmston Grammar's Safeguarding and Child Protection Policy and report any concerns relating to the safety or welfare of children to the Designated Safeguarding Lead.

The post holder will be expected to maintain an awareness of safeguarding issues, undertake mandatory safeguarding training, and promote the welfare of children by helping to create and maintain a safe and supportive environment for all students.

This post is classed as being in regulated activity.

All appointments are subject to satisfactory pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check with children's barred list information, receipt of satisfactory references, verification of identity, right to work in the UK, medical fitness, qualifications, and other checks as required by Keeping Children Safe in Education (KCSIE).

As part of the shortlisting process, the School may carry out online searches on shortlisted candidates as part of its due diligence obligations. Candidates will be required to provide details of any criminal convictions, cautions, reprimands or warnings that are not protected under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to information of a confidential nature and will be required not to disclose such information. All personal information must be held in the strictest confidence and disclosed only to authorised persons in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, unless explicit written consent has been obtained or disclosure is otherwise required by law.

Equal Opportunities

The post holder must comply with and actively promote equality, diversity and inclusion and must not discriminate against any individual on the grounds of sex, disability, marital or civil partnership status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion or belief, gender reassignment, pregnancy or maternity, political opinion or trade union membership.

Notes:

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an ongoing basis in accordance with the changing needs of the department and the School. This job description and accompanying documentation do not form part of the employment contract.

