



WISBECH GRAMMAR SCHOOL

Job Title:	Catering Assistant
Location:	Wisbech Grammar School
Reporting to:	Catering Manager
Direct Reports:	None
Safeguarding:	Wisbech Grammar School Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The post holder must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service (DBS)
Hours of Work:	This is a Term time only contract. Working hours are 32.5 per week over 5 days per week. The working day will be 6.5 hours per day with a half hour lunch. Specific hours are to be agreed with the Catering Manager. There will be also be occasions when these starts may be flexible to accommodate functions and events. You may be required to work some evenings and weekends in line with the needs of the business. You are expected to work the hours that are necessary to fulfil your responsibilities and meet the needs of the School
Holidays:	Holidays will be taken in the school holidays.
Probationary Period:	In accordance with School policy, this appointment will be subject to a six-month probationary period.
Medical Report:	The offer of appointment at Wisbech Grammar School will be conditional upon the provision of a medical report, which satisfies the School. Please note that all School buildings operate a no-smoking policy.
Pension/Benefits:	Wisbech Grammar School provides a Defined Contribution Pension Scheme to which the employer provides a 5% contribution to match the 5% employee contribution. Childcare voucher scheme is available and fee discounts for your dependent children.



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Principle Role

To assist with the preparation of and service of all meals and refreshments as determined by the Head Chef and Catering Manager to student, staff, parents and visitors at Wisbech Grammar School.

Main Areas of Responsibility

- To welcome all visitors to the school with a polite and courteous manner;
- To prepare the service areas for breaks and meals across the day which will include ensuring all counters are ready for service and stock levels are maintained;
- To assist with some preparation of food and assist with the service of snacks and meals;
- To ensure that all work is undertaken to comply with food hygiene standards;
- To assist with the preparation of the kitchen ready for service;
- To ensure the safe service of all meals and drinks;
- To ensure the kitchen is cleaned and maintained to a high standard during and after service;
- Following food service, to undertake washing up, drying and storing crockery, cutlery, glasses, pots, pans and utensils in a safe and hygienic manner;
- To undertake general kitchen cleaning to follow cleaning schedule;
- 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 Catering Manager, 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 Catering Manager.

Essential Qualities

- Excellent interpersonal and communication skills,
- Some catering experience,
- Commitment to the priorities and values of the School
- An ability to work flexibly and react of the demands of the pace of school life
- Effective communications skills and the ability to work with staff at all levels

Desirable Skills

- The ability to manage a busy workload
- Be a team contributor player
- Have the ability to use your initiative and work as an individual

Data Protection

In the course of employment at Wisbech Grammar School, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general



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business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. Wisbech Grammar School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

General:

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.



Attributes	Essential Qualities	Desirable Qualities
Qualifications	<ul style="list-style-type: none"> • Basic key skills 	<ul style="list-style-type: none"> • Food Safety Training <u>undertaken</u> • Manual Handling • Health and Safety
Knowledge	<ul style="list-style-type: none"> • Experience of working in a catering environment or similar for at least <u>1</u> 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 	<ul style="list-style-type: none"> • Catering knowledge of food production ▪ Hospitality or Service Sector
Experience	<ul style="list-style-type: none"> • 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"> • Knowledge of Fire Safety Procedures • Knowledge of Food Safety Procedures
Personal competencies and qualities	<ul style="list-style-type: none"> • Clean and tidy appearance • Shows integrity and discretion • Has a sense of humour and remains calm under pressure • Good communicator • <u>Pleasant</u> 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