Wadham School – Job Description

Catering Assistant

Contract: Permanent
Hrs/Weeks per Year: 17.50 hrs/week, Term Time + INSET DAYS (39 weeks)
Grade: Grade 16. Point 3
Responsible to: Catering Manager

Main Purpose

To work as part of our Catering Team in a fast paced and highly organised school kitchen, assist in the preparation of hot and cold meals for students and staff and our feeder primary schools, serve in the Servery at break and lunch times and help keep the kitchen clean and tidy and hygienic following the guidance of the Food Standards Agency

Main Duties and Responsibilities

- To Assist with the preparation of meal ingredients, which includes washing, cleaning, peeling, cutting, and chopping fruit, vegetables, poultry, and meat to a high standard following Food Standards Agency guidance
- Assist in the servery, taking money and ipay transactions for staff and students
- Keep up to date with current relevant legal requirements and food safety regulations and use these in your working practices
- Understand Health and Safety regulations (COSHH, Manual handling and Food Hygiene) or be willing to train
- Be willing to attend departmental meetings and training
- Provide catering for school events as requested

Personal Attributes

Education and Qualifications

Experience

- The ideal candidate/s would have qualifications in a catering establishment or similar
- Have previous experience in catering and industrial kitchen environments (or have other relative experience)
- Have a current Level 2 Food and Hygiene qualification (or be willing to train)
- Have current COSHH and Manual Handling/Safety qualifications (or be willing to train)
- Understand the working of The Children's Food Trust and promote healthy eating options for children and young people
- Understand food allergens and safe food handling practices relating to cross contamination and labelling allergens (or be willing to train)
- Have relevant Safeguarding training (or be willing to train)

Skills and Abilities

- Be reliable and self-motivated with a responsive and reflective approach to work
- Be able to effectively work as part of a team in a fast paced and busy environment, where attention to detail is essential
- Being flexible, with the ability to be proactive and use initiative
- Excellent time management and attendance
- Have excellent communication and interpersonal skills
- Be flexible and able to cover staff absences where required
- Be willing to train and maintain personal development

Motivation

- Your resilience, energy and a positive attitude support the ethos arising from the school's Church of England Foundation, placing learning and well-being at the heart of what we do
- Consistently model and promote the positive values, attitudes and behaviour expected.
- Respect others and be able to embrace the ethos and values of the school

Notes

This job description may be amended at any time in consultation with the postholder. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.