**Catering Assistant**

**Ark Academy**

**Opportunity to join an ‘Outstanding’ all-through academy specialising in mathematics and citizenship.**

Ark Academy is as an all-through school based in state-of-the-art accommodation in Brent, set against the backdrop of the iconic Wembley Stadium. The school opened to reception pupils in September 2008 and then to year 7 in September 2010 when the brand new, all-through, academy was founded and the new buildings were completed. Ark Academy has grown year on year with each new intake of students and now teaches students from 3 to 18 years, and is looking for dedicated staff to join its current team.

We are now looking to recruit **a Catering Assistant** to assist the Catering Manager with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academies kitchen.

The successful candidate will be an excellent team player with experience of working in catering, ideally within a school or education setting. We are looking for someone who will be a good role model for our students who is genuinely interested in supporting the Academy.

To apply, please complete the online application form found at <https://goo.gl/odxeKT> by **11am on Wednesday 20th September.**

If you would like any further information or wish to discuss this role, please contact the recruitment team on 020 3116 6345, or recruitment@arkonline.org

**Deadline: 11am on Wednesday 20th September**

**Salary:** Support scale 1 point 8 £18747 – (actual salary pro rata salary £12.007 per annum)

**Hours:** 25 hours per week, 42 weeks per year (Some flexibility required)

**Location:** Wembley Park, London (two-minute walk from Metropolitan and Jubilee line tubes)

**Start date:** ASAP

*Ark Academy is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure & Barring Service check. Ark is always happy to receive speculative applications from excellent teachers and support staff*

**Job Description: Catering Assistant**

**Reports to:** Catering Manager

**Salary:** Support scale 1 point 8 £18747 – (actual salary pro rata salary £12.007)

**Hours:** 25 hours per week, 42 weeks per year (some flexibility will be required)

**The Role**

To assist the Catering Manager with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the academies kitchen.

**Key Responsibilities**

* To assist in the preparation and cooking of a range of food for breakfast, lunch and break times, as directed by the Catering Manager
* To record food temperatures and labelling of stock items in accordance with procedures
* To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents, including near-misses, to the Catering Manager
* To keep the kitchen, cooking preparation area, equipment and dining hall clean and tidy
* To serve the food to a high standard and interact with the staff and pupils in an appropriate and helpful way
* To set up the serving and dining areas as directed by the Catering Manager
* To serve food and provide a helpful and knowledgeable service at all times
* To ensure food is replenished and kept clean throughout service
* To operate a cashless till and any other items of catering machinery or equipment as directed by the Catering Manager
* To carry out washing up and cleaning tasks, including cleaning equipment and machinery, in accordance with requirements and procedures
* To take part in deep cleans of the kitchen, food storage, serving and dining areas of the academy during academic holidays
* To receive stock and check quality and quantity against the delivery note/invoice. To put deliveries of stock away in the designated storage location, ensuring that all stock is dated and rotated in accordance with directions from the Catering Manager
* To prepare and deliver refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required. This may include some evening work
* To work as part of a team to ensure that all service requirements are met
* To attend training courses as required.

**Other**

* To undertake various responsibilities as directed by the Catering Manager, Finance and Resources Manager and Principal
* This job description is subject to change with the agreement of the post holder.

**Person Specification: Catering Assistant**

**Qualification Criteria**

* Right to work in the UK
* GCSE level Math’s and English or equivalent level qualification.
* Relevant Health & Safety and Food Hygiene qualifications desirable.

**Experience**

* Experience of catering essential
* Experience of working with children preferred.

**Personal Characteristics**

* Hard working, conscientious and organised
* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
* Good role model for both students and staff, with high expectations for self and others
* Genuine interest in and willingness to help children to learn how to eat healthily.

**Other**

* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Criminal Records Bureau disclosure.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*