**Job Description**

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| **Job Title:** | Catering Assistant  |
| **School:** | The Ruth Gorse Academy |
| **Pay Scale:** | A1 - £7.90 per hour£3,562 per annum |
| **Responsible to:** | Catering Supervisor  |
| **Responsible for:** | N/A  |
| **Hours of Work:** | 10 hours a week (Term Time plus 8 Days)Monday to Friday 12.30 pm – 2.30 pmFlexibility may be required in the event of the academy being open out with normal hours. |

**Purpose of Job:**

To be an effective member of the catering team providing meals for students.

**Duties and Responsibilities**

1. Applicants must have a basic food hygiene certificate and previous experience in the catering industry.
2. Duties will include the preparation and serving of food.
3. On occasion handle small amounts of cash, and also use of a biometric system.
4. A certain amount of cleaning will also be involved.
5. Be able to work flexibly as part of a team and act on instructions from the Catering Supervisor/Catering Manager.
6. To wear appropriate protective clothing including rubber gloves.
7. Attending appropriate training courses/seminars as requested.

The post is subject to the successful completion of a six month probationary period.

There may be a need to work outside of “school hours” and off “school premises” as required by the Academy.

The Ruth Gorse Academy enforces a strict no smoking policy on the school grounds.

*The Ruth Gorse Academy is committed to safeguarding and promoting the wellbeing of all children and we expect our staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.*

*We promote diversity and aim to establish a workforce which reflects the population of Leeds.*

*All staff are required to undertake mandatory Child Protection Training shortly after taking up post.*