



Location: South Nottinghamshire Academy, Glebe Lane, Cropwell Road, Radcliffe on Trent, Nottingham, NG12 2FQ

Salary: Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

Hours of work: 20 hours per week, term time only (9:15 – 1:45 Monday to Friday)

Responsible to: Operations Manager

Post objective: To provide an efficient and friendly canteen service to all students and staff

Main Duties and Responsibilities:

- Operate a till in line with NRS cashless catering system
- To assist with the counter service of food
- To help with the preparation of hot and cold food
- To keep all food preparation and service areas clean and tidy
- To wash and dry equipment
- To ensure the dining room is clean and tidy at the end of each session, including wiping of tables
- Take delivery of food stock and ensure they are to the required standards
- To have a full understanding of the required level of health and safety, food hygiene and nutritional standards
- To have good product knowledge
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Liaise with teaching and operational colleagues over matters relating to your role and any whole school issues.

General Responsibilities

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.

Skills and Knowledge

- Ability to prepare and serve food
- Good time management
- Good verbal communication skills
- Ability to use a till proficiently

Qualifications and Experience

- Previous experience of working with young people
- Previous experience of working in the catering industry
- Knowledge of Health and Safety requirements