

**General Catering Assistant**  
**Beacon Education Services Trading Ltd (BEST)**  
Based at Beal High School - IG4 5LP

**25 hours per week, 44.8 weeks per year**  
**£10.42 per hour**

We are seeking to appoint a hardworking and reliable general catering assistant. Your role (as an employee of Beacon Education Services Trading Ltd) will be to ensure that you fulfil your duties to a high standard.

**Benefits Include:**

Benenden Private Healthcare - as a taxable benefit – responsive medical care which may be extended to include family and friends

Busy Beacons - Access to an on-site, non-profit, term time only nursery for school staff (opening 2023-24)

Staff forum

A focus on staff well-being and welfare – Carnegie Gold Mental Health Award status  
24/7 Employee Assistance Programme – 365 days a year helpline and additional support with legal, financial advice and counselling

Investment in training and professional development including NPOs

A range of career opportunities across the Trust

Free access to a fully fitted on-site fitness suite on both campuses

EV installation programme 2023

Cycle to work shower facilities

Team building and sports events to build cohesion and BMAT community

Winter well-being holiday

Free on-site parking

Free hot drinks

Access to 'Beacon Bargains' our online swap shop for staff to give away, sell and swap items between them

BEST Ltd is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to [recruitment@beaconacademytrust.co.uk](mailto:recruitment@beaconacademytrust.co.uk)

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



## General Catering Assistant

### Overall Responsibilities

The duties will include washing up, cleaning, basic food preparation, serving children and staff their food and emptying bins.

### General Duties and Responsibilities

1. Prepare ingredients for meals under direction
2. Ensure that cooked and raw foods are kept separate during the preparation/cooking/service process
3. Ensuring the food preparation areas are clean and hygienic
4. Ensuring our canteen areas are kept clean and tidy.
5. Operate till
6. Washing utensils and dishes and making sure they are stored appropriately
7. Refill and replace consumables
8. Sorting, storing and distributing ingredients
9. Ensure compliance with 'keeping children safe education'
10. Contribute to the overall ethos/work/aims of the school
11. Attend daily staff briefings with Catering Manager
12. Participate in training, learning activities and performance development as required
13. Comply with health and safety regulation

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification		Essential (E) Desirable (D)	App Fm	Intv w	Ref
<b>Qualifications</b>					
1. Relevant Qualification(s), in Food Preparation and cooking	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2. Food Hygiene Certificate	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Knowledge / Skills / Experience</b>					
3. General catering work	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Awareness of the current DfE nutritional standards for school pupils	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Knowledge of specialist diets for health conditions and cultural and religious backgrounds	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6. Good Literacy and numeracy skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7. Knowledge of Health and Safety procedures and precautions	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. Knowledge of health and food hygiene procedures	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Attributes</b>					
9. Flexible, reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11. Integrity and confidentiality to be maintained at all times	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
12. High level of initiative and ability to work independently or as part of a team	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
13. Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
14. Able to remain calm and composed under pressure and work to deadlines	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<p>BEST Ltd is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS Disclosure is required for this post.</p>					

