

HALCYON

LONDON INTERNATIONAL SCHOOL

Innovation | Collaboration | Community

An exceptional education that draws out the unique potential of each student

Catering Assistant

Job Description

The Catering Assistant is a member of the Catering team and assists with the preparation, cleaning, presentation and service of food and beverages for Halcyon. The Catering Assistant is responsible to the Chef Manager.

1. General responsibilities

The Catering Assistant will

- assist as directed with all aspects of food and beverage cooking, preparation, packaging, presentation and service, in accordance with laid down standards and procedures
- support the cooking team's daily work load
- undertake all aspects of cleaning the kitchen areas and storage spaces, including fridge and freezers, as directed
- work on a rota basis within a range of tasks as directed
- assist at any special school events/functions
- adhere to a high standard of personal hygiene and cleanliness, that complies with the service standards and statutory regulations, including wearing of protective clothing
- ensure that deliveries are put away in rotation as instructed
- report any customer complaints or compliments to the Chef Manager as appropriate
- report immediately any incidents of accidents, theft, loss, damage, unfit food and drink or other irregularity and take such actions as directed
- at all times to follow given guidelines to maintain Food Safety
- attend all relevant training courses required to maintain service delivery in accordance with statutory obligations and the needs of the School
- maintain good customer relations and contribute to the overall wellbeing of all service users.
- promote a culture where diversity and inclusion are encouraged and students learn to respect differences
- be an active advocate for Halcyon's vision, mission and core aims

The following list serves to illustrate the scope and responsibilities of the post and is not intended to be an exhaustive list of duties.

Halcyon London International School is committed to safeguarding and promoting the welfare of children and will check the suitability of staff to work with children. Applicants must be willing to undergo an enhanced Disclosure and Barring Service check and overseas police checks (where necessary). Please see our Safeguarding & Promoting the Welfare of Children Policy for full details of our safer recruitment procedures. Our Policy on the Recruitment of Ex-Offenders is available upon request. Halcyon London International School is an equal opportunities employer and is committed to an inclusive and diverse school community as part of our commitment to a life-readying education. All eligible applicants are welcome to apply.

Halcyon is committed to investing in the diversity and wellbeing of our community and to creating an inclusive culture where everyone can be the best that they can be. We strive to recruit people from a wide variety of backgrounds because it makes us stronger. We intend to create a collaborative and innovative culture that celebrates different perspectives and values respect for one another, learning together, openness and integrity. A commitment to diversity ensures we continue to provide a learning experience that empowers students to reach their full and unique potential.

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Catering Assistant- Person Specification

The successful candidate will be expected to have the following:

EXPERIENCE & KNOWLEDGE

- Experience of working in a scaled catering environment
- Understanding of the demands of a school catering service
- Experience of maintaining clean kitchen spaces, including work surfaces, floors, stores
- Knowledge of how to prepare and cook vegetarian & vegan menus and food choices
- Direct experience of preparation and composition of a wide variety of salads
- Experience of general baking, including cake and biscuit
- Good knowledge of Health and Safety Act, Food Safety Act, and other relevant legislation
- Knowledge of Food Allergens, and have experience working with students who may have food intolerances
- Physical ability to carry out the functions of the post with aid and adaptation if necessary
- An awareness of, and understanding of, diversity issues in employment and service delivery in an international school setting

SKILLS & ABILITIES

- Ability to understand and follow basic work instructions
- Ability to understand basic weights and measures in relation to portion control
- Ability to work flexibly and efficiently as part of a team
- Ability to cope and respond positively to changing work demands
- Good communication skills and the ability to relate to people at all levels particularly young people from diverse nationalities
- Ability to use own initiative
- Ability to maintain good personal hygiene
- Willingness to undergo training as necessary and required
- Data input and monitoring, including food waste, food temps, fridge, and freezer temperatures

OTHER

- A courteous and caring approach
- Availability to work outside normal school hours on occasions
- A record of suitability to work with children
- Must be able to work as a member of the school community.

The following would also be desirable:

- Knowledge of international schools
- Experience of living in different countries
- An international outlook and lifestyle.

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Peninsular approved: July 2022