



Urmston Grammar

Job details

Job title: Catering Assistant

Hours: 16.25 per week 11:15 am – 3:00 pm (lunch provided) Monday to Friday (Term time only)

Salary: NJC scale - 2 £23,656 actual salary is £9913

Contract type: Permanent

Reporting to: Catering Manager

Responsible for: (if applicable)

Strategic Role

Core Purpose

The core purpose of this role is to provide effective support to the Catering Manager through the ability to prepare food to a high standard, serve food to staff and students and to take payments where appropriate.

Duties and Responsibilities

- To help prepare and cook high quality meals for students and staff.
- To maintain high standards of food hygiene in the kitchen in accordance with domestic and catering standards and always adhere to the requirements of Level 2 award in Food safety and Hygiene.
- To ensure supplies are stored in accordance with domestic and catering standards.
- To support the cleanliness and hygiene standards within the kitchen and eating areas.
- To maintain daily contact with staff and pupils at the school to ensure a quality service is maintained.

Person Specification Qualities, Knowledge, and Skills

- Knowledge of health and safety and good hygiene practice in the kitchen through the holding of a current Level 2 award in Food safety and Hygiene.
- Reliability.
- Personal Cleanliness.
- Ability to cope with periods of pressure and prioritise workload, accordingly, meeting all deadlines.
- Awareness and acceptance of the school's safeguarding equal opportunities policy.
- Communicate effectively with both staff and students.
- Work flexibly and share in workloads, particularly during periods of pressure.
- Accept the need for continuing professional development.
- To be able to carry out all duties to a very high standard.

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager. The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the school. The post holder will be required to participate in the school appraisal procedures as an appraisee and if applicable, as an appraiser. It is a business requirement of the school that the postholder in school for five days per week. The post holder will be required to attend statutory and mandatory training.



Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Urmston Grammar's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998 (GDPR), unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote equal opportunities and avoid any behavior which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Notes:

This job description may be amended at any time in consultation with the postholder.