



Catering Services Assistant

We are seeking to employ a friendly and motivated Catering Services Assistant to join our Catering Team. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to: The Catering Manager

Pay: £9.00/ hour (with generous paid holidays).

Hours: 30 hours per week working Monday – Friday 10.00 am to 4.30 pm (to include 30 minute unpaid break).

Pension: The School operates a defined contribution pension scheme which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date January 2020

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model; we have around 35 boys who board, including our choristers. We offer full boarding, weekly and flexi-boarding. All choristers are required to board. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

There are times when the boarders/choristers have to be in residence over, for example, Christmas and Easter, and therefore you will be required to work over these periods on a rota basis. Each year you would cover a shift on Christmas Eve; Easter Sunday is covered on a rota basis throughout the team (i.e. you would not be working Easter Sunday every year). You may also be required to work on other days outside of term.

The Catering Department

The Catering Department is a bustling environment with a friendly team of 11 working together to feed the pupils and staff of King's. As well as providing daily lunches for the entire School and breakfast and dinner for the boarders and choristers, we are often called upon to cater for special events in the School diary.

Person specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		Food Hygiene Certificate.
Experience		Experience of working in a school or similar environment with children and young people (either paid or unpaid).
Knowledge		
Skills & Ability	Effective communication skills. Ability to work effectively as part of a team and to apply given instructions. Ability to react calmly and quickly in an emergency. Polite and friendly.	

The Role

To work as a member of the Catering Team to assist the Catering Manager in producing high quality meals and snacks for pupils and staff.

Duties and Responsibilities:

- Set up drinks, biscuits and fresh fruit for morning break.
- Wash fresh fruit and fill baskets for lunch service.
- Set up dining room for Pre-Prep lunch, cutlery and plastic drinking cups.
- Fill water jugs and place on dining tables.
- Assist Chef with food delivery to servery through lunch service.
- Sweep and wash kitchen floor during lunch service.
- Washing: Take dirty tea towels and oven cloths for washing.
- Little Tea: Serve little tea at 4.15 pm to seniors. Additionally, serve Little Tea to the choristers, fresh fruit and cakes on Tuesday, Thursday and Friday.
- Staff Tea: Set up two trays of biscuits for teaching staff and take to Staff Room at listed time with any staff room equipment. Remove all washing up before the end of the shift.
- Deliveries: Any late delivery item orders to be put away in correct places.
- Rubbish Disposal: no refuse built up in catering areas, all bin bags to be tied securely before they are put into outside bins. Attention paid to dangerous items and boxes to be broken down.

- Pre-Prep: Fill up fruits on pre-preparation trolley for next day service.
- Other Duties: To perform any other duties reasonably required by the Catering Manager and Chefs.

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the department's and School's fire safety procedures and participate in fire drills.
- To undertake Level 2 Food Hygiene Certificate training as appropriate.

Child Protection:

- To be familiar with the School's Child Protection Policy and to follow School procedures relating to safeguarding children.
- To attend regular training sessions on child protection issues; a record of attendance is kept by the School.
- To contact the Designated Safeguarding Lead with any concern about a child at the School.

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Childcare Voucher Scheme
- Cycle to Work Scheme
- University discount card
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

Candidates should return the application form, together with a letter of application, by 5pm, Monday 20th January 2020 to Mrs Julia Purser, School Bursar, King's College School, West Road, Cambridge, CB3 9DN; e-mail: jobs@kcs.cambs.sch.uk. Interviews will be held at the School after the 21st January 2020

January 2020