

JOB DESCRIPTION

CATERING ASSISTANT

CATERING DEPARTMENT

MAIN PURPOSE OF JOB:

To assist in the preparation and service of food and beverages throughout the Foundation and general cleaning duties. To maintain a high standard of hygiene and health and safety in all working areas.

MAIN DUTIES:

- Preparation of all working, service and dining areas
- To help prepare, finish cook and present food to the Foundation standards
- Service
 - To serve food and beverages to pupils, staff and visitors of the Foundation in the dining room or around the Foundation
 - To assist in the dining room if required
 - To promote good, pleasant customer relations in a professional manner
 - To be able to identify, advise and allocate Allergen meals to pupils and staff
- Stock Control
 - To store food after deliveries in the designated place
 - To assist with stock taking, menu planning, ordering and production levels
- To take cash and maintain necessary sales, as appropriate
- Hygiene
 - To maintain high levels of food and kitchen hygiene to the Foundation standard
 - To maintain high levels of personal hygiene to the Foundation standard
 - Disposing of waste food and refuse in the correct manner
 - To carry out hand and dishwashing duties on a daily basis
 - To clean cooking and service equipment on a daily basis
 - To sweep and mop floors on a daily basis
 - To clean equipment as required by the cleaning schedules and record as completed
- Health and Safety
 - To work in accordance with information and training provided at all times
 - Not to undertake any task for which authorisation and/or training has not been given
 - To report any defects in structure or equipment, to your line manager
 - To report any accidents/sickness to your line manager and record attendance on the attendance sheet.
 - To ensure that the catering environment and its contents are secured on leaving
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post – this could include working in another part of the Foundation or outside the normal daily routine within the scope of the position, product development for example.

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Level 2 Food Hygiene Certificate and Allergen Awareness Training (this is an essential requirement but training can be provided if needed)	E	Application form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience of working in a busy Catering Department	D	Application form, Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Be able to communicate at all levels	E	Interview, Reference
Methodical and organised approach to work	D	Application form, Interview, Reference
Able to work calmly under pressure	E	Application form, Interview, Reference
Able to work within a team	E	Application form, Interview, Reference
Conscientious and hardworking	E	Application form, Interview, Reference
Able to use own initiative	E	Interview, Reference
Smart and tidy personal appearance	E	Interview, Reference
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Interview, Reference

SALARY AND HOURS OF WORK
<p>The salary will be based on point 03 on the Bolton School Support Staff Salary Scale, which is £23,583 per annum. Pro-rata this equates to £9,830.34 per annum.</p>
HOURS OF WORK
<p>20 hours per week, 11.00am until 3.00pm, Monday and Friday, during term-time only.</p> <p>Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.</p> <p>In addition, the successful candidate will work School Open Day, Prizegiving and School Reunion Day, taking place annually.</p>
HOLIDAY
<p>20 days' annual holiday. All holidays are to be taken out of term-time at times specified by the Manager.</p>
LINE MANAGEMENT
<p>Catering Manager / Catering Coordinator / Chef Manager</p>
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none"> • Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access

to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.

- Training and development opportunities will be offered.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.