



BISHOP HOGARTH  
Catholic Education Trust

*We are* **HIRING!**

**APPLICANT INFORMATION PACK**



**CATERING ASSISTANT**

*Christ at the Centre, Children at the Heart*



Proud to be a part of the

DIOCESE OF **Hexham & Newcastle**

# JOB DESCRIPTION

**Post Title:** Catering Assistant

**Reporting to:** Trust Facilities Manager and Trust Catering Managers

**Job Purpose:** Working under direct instruction in order to assist in the preparation and delivery of the school catering service, adhering to Health & Safety requirements and other statutory regulations.

**PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL TRUST POLICIES, INCLUDING THE NO SMOKING POLICY.**

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



# JOB DESCRIPTION

1. To be an able baker as the majority of the role consists of making cakes and biscuits following a standard recipe.
2. Cleaning of kitchen equipment, dining areas and furniture ensuring compliance with all COSHH and Health and Safety guidelines.
3. Follow personal cleanliness and hygiene guidelines.
4. Serving meals, snacks and beverages as required, adhering strictly to hygiene regulations.
5. Setting out meal trays, cutlery, tables, chairs and other equipment where necessary.
6. Washing up as directed and operating the dishwasher.
7. Complete food preparation including sandwich fillings, prep veg (fresh & frozen), home baking, snacks and assist in other requests made by management and adhere to Safer Food Better Business requirements.
8. Setting out food, snacks and beverage displays, including where appropriate replenishing vending machines.
9. Assist with food deliveries, storage and management of food and stocks as required.
10. To maintain and update daily monitoring records including temperature charts for fridges, freezers and store rooms, routine probe tests for hot and cold foods and food sampling where appropriate.
11. Clean up spillages on tables and floors and ensure food trays and cutlery are put away in line with school procedures.
12. Participate in training and other learning activities and performance development as required.
13. Show a duty of care and take appropriate action to comply with Health & Safety requirements at all time.
14. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
15. Any other duties of a similar nature related to the post which may be required from time to time.
16. To carry out your duties with full regard to the Trust Equality Policy.
17. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
18. To maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.
19. Provide support to all Trust schools in all areas of Food Safety & Health and Safety.



# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	Willingness to participate in training and development opportunities	AF, I
	E2	Basic skills/induction	AF, I
		Food Hygiene Certificate	AF
EXPERIENCE	E3	Experience of working as part of a team	AF, R, I
SKILLS & KNOWLEDGE	E4	The operation of catering equipment/machinery	AF, I
	E5	The ability to communicate with children and adults	AF, I, R
	E6	A knowledge of basic catering practices	AF, I, R
	E7	The ability to work to deadlines	I
	E8	Be able to use own initiative and work as part of a team	AF, I, R
PERSONAL ATTRIBUTES	E9	Pleasant and friendly manner	I, R
	E10	Reliable	R
	E11	A high level of personal cleanliness and appearance	I
	E12	A commitment to working as part of the whole school team and supporting the vision and aims of the school	AF, I, R
SPECIAL REQUIREMENTS	E13	Motivation to work with children	AF, I, R, D
	E14	Ability to form and maintain appropriate relationships and personal boundaries with children	AF, I, R, D
	E15	Suitability to work with children	R, D
	E16	Be able to conduct a conversation and answer questions, for an extended period of time where necessary	AF, I, R
	E17	Have access to reliable, suitable transport to meet the needs of this post, as support required within Teesside, Durham & Darlington schools.	I

# PERSON SPECIFICATION

## DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	Previous catering experience	AF, I, R
SKILLS & KNOWLEDGE	D2	Knowledge of COSHH and Health and Safety regulations	AF, I, R

### Key – Stage identified

<b>AF</b>	Application Form
<b>C</b>	Certificates
<b>T</b>	Tests
<b>P</b>	Presentation
<b>I</b>	Interview
<b>R</b>	References
<b>L</b>	Lesson
<b>D</b>	Disclosure and Barring Check



BISHOP HOGARTH

*We are*  
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**Catholic Education Trust**

*Thank you for your interest in our vacancy*



[www.bhcet.org.uk](http://www.bhcet.org.uk)



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