



The Bishop's Stortford High School Job Description

Job Title:	Catering Assistant
Responsible to:	Catering Manager
Line Management:	n/a
Job Grade:	H2
Contract and Hours Of Work:	30 hours per week term time (38 weeks + holiday) Monday to Friday 08:30pm until 3:00pm
Job Purpose:	To prepare and serve food as instructed by the Catering Manager to the defined standards and quality working within DFE guidelines regarding current health, safety and hygiene legislation and the school Health and Safety Policy, with the aim of achieving high standards of customer care and ensuring the provision of good quality food at low cost.
Main Duties & Responsibilities	<p>Principal Responsibilities</p> <ul style="list-style-type: none"> • To prepare and serve food to meet the specifications as defined by the school. • To include meeting the meal requirements of the staff and students and any special, emergency and function catering • To undertake basic cooking as required by the Manager to the standards specified by the school. • To understand and work within guidelines regarding current health, safety and hygiene regulations, and TBSHS's Health and Safety Policy. • Be aware and comply with policies and procedures relating to Safeguarding (Child Protection), the Staff Code of Conduct, Dress Code, Data Protection, Whistleblowing and ICT/Social Media and to report all concerns to the appropriate person. • To assist with cleaning duties as required by the Manager within the kitchen or dining room, including general washing up and cleaning away. • Any other duties commensurate with your grade. • Assisting the chef in any reasonable request • To be placed on a rota covering all aspects of the kitchen. Serving, Tills, Dish Wash etc.

Person Specification

	ESSENTIAL	DESIRABLE
a) Experience	<ul style="list-style-type: none"> • Previous experience of catering 	<ul style="list-style-type: none"> • Previous experience in schools or an educational environment
b) Qualifications	<ul style="list-style-type: none"> • Food Hygiene Certificate. (training provided) 	
c) Skills	<ul style="list-style-type: none"> • High level of organisational skills. • Menu and meal preparation • Ability to work on own initiative. • Effective communication skills. • Ability to work to deadlines. • Good knowledge of health and safety issues. 	<ul style="list-style-type: none"> • Understanding nutritional requirements.
d) Qualities	<ul style="list-style-type: none"> • Passionate about good food • Ability to relate to children and adults. • Able to engender respect, and motivate catering staff. • Sense of humour. • Absolute honesty and integrity. 	<ul style="list-style-type: none"> • Interest in education would be an advantage.

Safeguarding

- The Bishop's Stortford High School is committed to safeguarding and promoting the welfare of children and young people
- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of the Governing Body's pre-employment checks.

Additional Information

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training and performance management and development.
- The post holder is expected to accept any reasonable alterations to this job description that may from time to time be necessary in response to the changing demands and needs of the school.