



ST. CATHERINE'S COLLEGE

A CHURCH OF ENGLAND ACADEMY

CATERING ASSISTANT

**Salary Single Status Grade 2 Scale Point 4
£20,441 pa pro rata (£10.62 per hour)**

20 hours per week – term time only
10.00am to 2.30pm with a 30-minute unpaid break

Fixed term post

INFORMATION FOR APPLICANTS

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December 2022

Dear Applicant

Catering Assistant

Thank you for your interest in this post. I hope that you find the enclosed information useful and that you are motivated to join our college at a very exciting time.

We are St Catherine's College – preparing students to stand shoulder to shoulder with their peers, locally, nationally, and globally. At St Catherine's College people matter, results count, and we have a passion for excellence.

We are proud of our college, our talented and highly motivated staff and students. Our staff team work tirelessly to ensure that teaching is the best it can be, and everyone has a role to play in this. We support each other and there is an open, friendly and collegiate atmosphere where new members of the team are welcomed and supported.

We are:

- An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith.

Understandably this letter and our website only gives a flavour of the college. We therefore encourage visits for prospective candidates to see our college in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the college.

The Post

We are looking to recruit an enthusiastic and hardworking new member of staff to join our Catering Team.

This is initially a fixed term post until July 2023, but there is a good possibility that this will be extended.

The main purpose of this post is to assist the Catering Manager in the preparation and serving of meals and undertaking cleaning of the kitchen and café area, having regard to health, safety and food hygiene regulations.

In addition, the post holder will be required to work at the till during lunchtime, full training will be given in the use of our cashless system; provide general assistance with storing deliveries and stocking fridges and cleaning crockery and utensils prior to them going through the dishwasher.

We would like this post holder to become first aid trained.

Previous experience in food preparation or work in an educational setting would be desirable but is not essential.

The Catering Team comprises a Catering Manager, a Cook and four Catering Assistants.

We offer you

We know it's a competitive market and are proud of what we can offer:

- **Excellent career development opportunities**
- **A geographical location**, being situated near Sovereign Harbour, Eastbourne's award winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
- **A friendly**, supportive and caring staff team
- **A fabulous staff room** with complimentary tea and coffee
- **A café** that serves at breakfast, break and lunch using freshly sourced ingredients
- **Local Government Pension Scheme**
- **A free lunch**
- **Free Flu Vaccine**
- **Highly visible** supportive senior leaders
- **CPD** starts immediately upon employment
- **Great students** – you can make a massive difference to them



Your Application

Completed application forms should be sent directly to the college (preferably by email) addressed to Mrs S Windsor, Head of Personnel, swindsor@stcatherines.college, and arrive by no later than **noon on Friday 6 January 2023**.

If you wish to accompany your application form with a letter of application this must be no more than two sides of A4 please. In your letter of application, you should clearly address the relevant sections of the Person Specification for this post and may find it helpful to use headings. We are committed to safeguarding and promoting the welfare of children and young people, successful applicants will need to undertake an enhanced DBS clearance.

I am conscious of the time and effort it takes to apply and am grateful for your interest.

St Catherine's College is a college with a bright future and a good atmosphere within which to work.

I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams in any school. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane
Headteacher



JOB DESCRIPTION

POST: Catering Assistant

GRADE: SS2 £10.62 per hour

RESPONSIBLE TO: The Catering Manager

Main Purpose of the Job

To assist the Catering Manager in the preparation and serving of meals and undertaking cleaning of the kitchen and café area, having regard to health, safety and food hygiene regulations. To operate the till during lunchtime and to assist with storing deliveries and stocking fridges.

Main Functions

1. To wash and prepare fruit and vegetables, meat, fish and any other foods which are on the menu.
2. To serve pupils, staff and external users as directed.
3. To ensure the correct operation of cash tills as per instructions during lunchtimes. Full training will be provided for our cashless system.
4. To wash the dishes and clean the kitchen when lunch time is over. Particularly ensuring that crockery, pots and utensils are cleaned before going through the dishwasher.
5. To prepare the room(s) in which meals are to be served – including, where necessary, the setting up and removal of tables and chairs, including the cleaning thereafter.
6. To undertake general cleaning within the kitchen and café areas e.g. cleaning work surfaces, floors, cupboards.
7. To clean kitchen equipment e.g. cookers, fridges and defrost fridges/freezers when requested.
8. To help with storing deliveries and topping up the fridges as required.
9. To remove all waste products and rubbish from kitchen and eating areas and convey to appropriate school waste bins.
10. To observe safe Health & Safety practices by:
 - a. Reporting of any equipment not working properly
 - b. Complying with Food Hygiene requirements
 - c. To ensure food is stored correctly and at correct temperature
11. To participate in relevant training e.g. food hygiene.
12. To be responsible for promoting and safeguarding the wellbeing of children and young persons you come into contact with.
13. To uphold the aims and ethos of the School.
14. To carry out the above duties in accordance with the Children's Services Equal Opportunities Policy.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time to time, to undertake other duties within the School as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

PERSON SPECIFICATION: CATERING ASSISTANT

Attributes	Essential	Desirable
Qualifications and training:	<ul style="list-style-type: none"> <input type="checkbox"/> Good basic education 	<ul style="list-style-type: none"> <input type="checkbox"/> Possession of a Food Hygiene Certificate <input type="checkbox"/> Currently holds or willing to become first aid trained
Knowledge and Understanding:	<ul style="list-style-type: none"> <input type="checkbox"/> A good knowledge of the relevant Health, Safety and Food Hygiene Regulations 	
Experience:	<ul style="list-style-type: none"> <input type="checkbox"/> <input checked="" type="checkbox"/> Experience in the preparation and production of safe food in a hygienic environment 	
Skills and Abilities:	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Ability to multi-task and remain calm under pressure <input checked="" type="checkbox"/> Ability to maintain high standards within working practice. <input type="checkbox"/> Ability to empathise with the needs of young people and use language and other communication skills that they can relate to <input type="checkbox"/> <input checked="" type="checkbox"/> Ability to work effectively with colleagues <input checked="" type="checkbox"/> Ability to work within and apply all school policies e.g. Behaviour Management, Health & Safety, Equal Opportunities 	
Personal Qualities:	<ul style="list-style-type: none"> <input type="checkbox"/> An interest in food preparation <input type="checkbox"/> <input checked="" type="checkbox"/> A friendly personality <input type="checkbox"/> <input checked="" type="checkbox"/> A good team player able to work well with all members of our catering team <input type="checkbox"/> Willingness to wear uniform or protective clothing <input type="checkbox"/> A flexible and adaptable approach <input type="checkbox"/> Willingness to participate in further training and developmental opportunities offered by the School and county <input checked="" type="checkbox"/> Willingness to maintain confidentiality on all school matters. 	<ul style="list-style-type: none"> <input type="checkbox"/> Willingness to uphold the aims and the Christian ethos of the School <input type="checkbox"/> Good health and attendance record

Criterion assessment by: = application form; = letter of application; = interview; = test.

