



St Joseph's In The Park

Independent Prep School

Catering Assistant Candidate Information Pack



INTRODUCTION

The role of the Catering Assistant is to assist with the preparation of nutritionally balanced, freshly prepared meals for the children and staff at the school and to work within a team responsible for the safe and hygienic running of the kitchen. The main qualities required are a natural warm personality and flexibility of working hours, together with an understanding of the nutritional needs of children.

Closing date for applications: 9.00am on Friday 22 March 2024

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£15,522 PA

Contract Type

PERMANENT

Hours

8.00 AM TO 2.30 PM (32.5 HOURS PER WEEK)

MONDAY TO FRIDAY TERM TIME ONLY AND INSET TRAINING/PREPARATION DAYS

ADDITIONAL HOURS DURING OCCASIONAL EVENINGS AND WEEKENDS MAY BE REQUIRED TO PROVIDE CATERING SERVICES FOR SOME SCHOOL EVENTS EG OPEN DAY, SPORTS DAY, PARENTS EVENINGS, CONCERTS AND END OF TERM PLAYS. RESPONSIBILITY FOR THESE ADDITIONAL HOURS SHARED WITH OTHER MEMBERS OF THE CATERING TEAM AND OVERTIME IS PAID FOR ANY SUCH EXTRA HOURS WORKED

JOB DESCRIPTION

- To be responsible for the washing and clearing away of all associated equipment, utensils and crockery during the food preparation period and washing of plates and cutlery during the service period, where possible
- To assist in the preparation and cooking of a freshly cooked lunchtime meal including a dessert
- To assist in the serving of meals in line with agreed procedures and maintaining counter presentation
- To adhere strictly to Food Hygiene Regulations and other safety procedures at all times
- To be aware and comply with strict allergen procedures
- To safely operate kitchen equipment at all times
- To assist in the storage and rotation of food stocks
- To report equipment and maintenance problems to the Line Manager
- To wipe down and clean kitchen surfaces after each lunchtime session
- To maintain high standards of cleanliness, personal hygiene and appearance
- To actively contribute to development initiatives to improve the efficiency and effectiveness of the catering service
- To undertake training as required

PERSON SPECIFICATION

Essential

Experience

- Previous Catering roles

Skills

- Good communication
- Ability to work effectively and sociably as part of busy team
- Ability to prioritise workload
- High standards and be quality driven

Personal competencies and qualities

- Punctual and reliable
- High standards of cleanliness, personal hygiene and appearance
- Willing to work outside normal hours if required
- Willing to undertake relevant training

Desirable

Qualifications

- Basic Food Hygiene Certificate

Experience

- Working in a school environment

Knowledge

- Safe working practices
- Good understanding of children's nutritional requirements

HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 22 March 2024**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



St Joseph's In The Park. A part of the Mill Hill Education Group.



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