



HORSFORTH SCHOOL

JOB DESCRIPTION

Job Title: Part Time Food Service Team Member (otherwise known as General Kitchen Assistant)

Responsible to: Director of Catering

Pay Band: A1 – A3

Hours: 16.25 hours per week
 Typical working pattern 10.30am to 1.45pm Monday to Friday
 Term time only plus five days

Actual salary £8, 449 - £8, 731

Hourly Rate £11.59 - £11.98

Main role: To assist the Catering Manager in delivering an efficient catering service operating to the highest standards of food safety. The postholder will do this by carrying out basic food preparation, setting out, putting away dining furniture, serving meals, washing up and cleaning the kitchen and dining areas. The role will require working at Horsforth School and also serving food at another local school at lunchtimes.

I	Duties
1.1	Carry out basic catering tasks such as weighing-up food, sandwich preparation, preparing fruit and vegetables for cooking, removing items from ovens prior to service.
1.2	Putting out dining tables and chairs as needed before service and cleaning them before putting away into storage after service if necessary.
1.3	Tidying up the kitchen and dining room and carrying out cleaning and washing up duties
1.4	Serving meals to customers.
1.5	Sweeping up and mopping floors
1.6	Removing waste to designated areas
	To ensure health and safety regulations are strictly observed
1.7	Promoting the catering service to parents and pupils by taking part in activities designed to increase meal uptake
1.8	To be a good team player who will strive to contribute to the overall success of the business
1.9	The efficient use of services including gas, electricity and water
1.10	Serving meals to students and staff off site at local school and Horsforth School students and staff

1.11	Carry out all work in accordance with the policies and procedures included in: <ul style="list-style-type: none"> ○ The Food Safety Management System ○ The Kitchen Manual ○ The COSHH Manual ○ The Risk Assessment Manual
1.12	Attend training courses as required including: <ul style="list-style-type: none"> ○ Food Hygiene ○ Health and Safety
1.13	Comply with the School's policies and supporting documentation in relation to Data Protection, Information Security and Confidentiality.
1.14	Be aware of and implement health and safety responsibilities as an employee.
1.15	Work with colleagues and others to maintain health, safety and welfare within the working environment.

Person Specification : E Essential, D Desirable

2	Experience/Aptitudes	
2.2	Some experience of serving of food within a large catering operation (e.g. at a school, factory or large restaurant)	E
2.3	Face to face experience of dealing with people	E
2.4	Willingness to work flexible hours including occasional evenings and some weekends	E
2.5	Keeness to continue and improve upon professional development.	D

3	Qualifications/Training	
3.1	Level I Food Hygiene Certificate	D
3.2	Willingness to train for Level I Food Hygiene Certificate	E
3.3	Willing and able to undertake further training.	D

4	Knowledge/Skills	
4.1	Able to follow instructions, i.e. menus, recipes, guidelines, Codes of Practice	E
4.2	Able to use general catering equipment, safely and correctly	E
4.3	Able to adhere to the required personal hygiene standards	E
4.4	Capable of moderate physical activity, i.e. lifting saucepans, standing for long periods of time	E
4.5	Able to apply Health and Safety Hygiene Procedures.	E

5	Characteristics	
5.1	Polite, courteous and friendly towards customers and colleagues	E
5.2	Good organisational skills and high levels of self motivation.	E
5.3	Capable and willing to work on own initiative.	E
5.4	Energy and self confidence	E
5.5	Ability to work under pressure and to meet deadlines	E
5.6	Good sense of humour & ability to maintain a sense of perspective in all working	E

	conditions	
5.7	Record of good attendance and punctuality.	E
6	Safeguarding and Promoting the Welfare of Students	
6.1	Has appropriate motivation to work with students.	E
6.2	Ability to maintain appropriate relationships and personal boundaries with students.	E
6.3	Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	E

Any Special Conditions of Service:

There is a requirement to submit to an enhanced Disclosure and Barring Service background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is not necessarily a comprehensive definition of the post, you may be asked to additional duties not listed above but that are appropriate to the role. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.