

THE ROLE

The General Catering Assistant will be responsible for ensuring that all Catering areas are cleaned and maintained to a high standard. They are also required to assist with the preparation and service of food and beverages throughout the School and its offsite buildings.

The preferred start date for this position is ASAP.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

KEY RESPONSIBILITIES

- To maintain high standards of safety and food hygiene in the kitchen and satellite areas in accordance with current environmental health standards and adhere to the requirements of Level 2 award in Food safety and Hygiene at all times.
- To support the cleanliness and hygiene standards within the dining rooms and kitchen, to include cleaning of all kitchen equipment, collection and disposal of all waste products and any other cleaning associated with the catering function, use of dishwasher and all cleaning products in line with COSHH guidance.
- To provide support and general assistant to all areas of the catering function, including Coffee shop cover.
- Assist with the setting up of service counters, serving food and clear down of the area afterwards within the main dining hall area and satellite kitchens.
- Ensuring the Chefs are equipped with the ingredients and utensils they need for service. Assist with food preparation under the guidance of the Head Chef, including food preparation in off-site venues.
- Ensure the highest possible standards of presentation by ensuring that displays, fixtures, fittings and premises are maintained in accordance with the cleaning schedule. Comply with all aspects of Allergen awareness, storage, displaying of and labelling.
- Adhere to stock rotation and stock storage and safe keeping of items waiting to be returned guidelines. Use relevant labels to display best before and use by dates, storing all dry, fresh, frozen and beverage supplies, ensuring that the dates are rotated. Maintain and stock various beverage machines across the sites.
- Fully stock staff rooms and satellite kitchens with all consumables. Order food and drink items.
- Supervise students during lunchtime sitting as well as queue management. Spot abnormal eating habits amongst students.
- Assist with deliveries and storage of items into correct temperature zones. Delivering food to all relevant serving areas, loading, transporting and unloading food and equipment to off-site venues.
- Working to correct portion sizes and maintaining budgets, Serving student and staff meals. Detailing and reporting to the Head Chef all waste food products at the end of service.
- Reconcile till/payment systems. Control credit notes and invoices and pass on to Catering administrator.

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RESPONSIBILITIES (continued)

- Contribute towards the delivery of hospitality and events around the site including the set-up, service and clear down as required under the direction of the Head Chef.
- Contribute towards occasional evening and weekend overtime, to ensure all aspects of the catering function is adhered to.
- Deal with customer queries or requests in a polite and efficient manner.
- Attend meetings and training sessions as required.
- Report any incidents of accident, fire, theft, loss or damage and act as appropriate.

PROFESSIONAL DEVELOPMENT

- Participate in training and undertake any performance development activities as required for the position.

ADDITIONAL INFORMATION

- Support for the School's mission, vision and values and strategic direction
- Participate actively in the wider aspects of school life
- In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Head.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents, alumni and friends. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS AND EXPERIENCE

- Level 2 Food Hygiene Certificate desirable but not essential as training will be provided
- Experience of procedural, legal, and regulatory requirements when undertaking work duties

SKILLS AND KNOWLEDGE

- Attains and maintains appropriate skills and professional knowledge/accreditations required for the role
- Ability to manage expectations clearly by monitoring own progress against objectives and planning to ensure delivery
- Ability to identify common problems or weaknesses in policy, procedure or protocol that affects service, and escalates these or puts in place solutions
- Ability to think through wider consequences of own actions when assessing multiple demands and completing priorities

PERSONAL QUALITIES

- Warm, welcoming, and professional, behaving with discretion, integrity, honesty and always acting with due consideration of others within the STAHS community
- Responds effectively to emergencies or last-minute demands on time. Flexible, in approach when dealing with changing situation or priorities
- Team worker, appreciates contribution of colleagues
- Takes personal accountability and ownership for their work, decisions and actions and demonstrates commitment to accomplish work efficiently and to the required standard
- Willing to take on extra responsibility/use initiative to overcome obstacles and ensure timely delivery of service

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PERSON SPECIFICATION (Continued...)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children
- A commitment to the ethos and strategic direction of the school
- Strong support for the School's mission and values
- Be a good role model

HEALTH AND SAFETY

- Support Health and Safety training initiatives and to actively participate in them