



MERCHANT TAYLORS'
Prep

JOB DESCRIPTION

CATERING ASSISTANT

9.00 am – 3.00 pm (reduced hours may be considered and there are various opportunities for overtime).

Duties:

Work Monday to Friday, term time from 9.00am to 3.00pm. Working on a rota system with other catering team members for the provision of various aspects of the role:

- Deliver required amount of milk to Pre-Prep and Prep Department before morning break.
- Deliver fruit, water, tea, coffee and anything else required to office staff each morning.
- Prepare sandwiches for staff and grounds teams. Check with Catering Manager for any other sandwich requirements e.g. packed lunches, team teas, staff meetings etc. Prepare bread and crackers for lunchtime.
- Assist with the provision of meals to the Manor, located on our neighbouring Senior School grounds, joining team rotation working across both kitchens.
- Maintain supplies of tea, coffee, sugar and biscuits in the common room. Responsible for keeping the sink, surfaces and common room clean and tidy, making coffee and setting out biscuits at break times, washing cups, plates etc.
- Preparing fresh fruit for lunchtime.
- Preparation of various salads for the salad bar. Washing jacket potatoes in the morning and putting in the potato oven. Turning hot cupboard on in the morning.
- Assist the Catering Manager with preparation of vegetables, layering food etc. if necessary.
- Setting up of the counters in preparation for lunchtime. Ensuring all the necessary equipment is ready for service. Make sure any signs are clearly displayed i.e. egg, dairy, gluten etc.
- Wash tables and set up with cutlery and cups of water (or squash on a Friday) for Pre-Prep.
- Set up clearing area with the bin, a bucket of warm water for dirty cutlery, empty bucket for waste water, brown boxes for cups and cleaning cloths and little bowls for wiping tables.
- Must take turn in serving meals for the day, clearing tables and washing down ready for next service or doing dishwasher duty. These are done on a rotation system.

- After service of lunch the counters need to be cleared of all food stuff, utensils, serving dishes etc. Then assist in the kitchen with drying up, putting away, scrubbing pots, taking rubbish to the main bin etc.
- Assist with setting up tables for team teas (or any other function if necessary), helping to serve and clearing away.
- Clearing and sanitising all work surfaces and cleaning sinks.
- Emptying the dishwasher and cleaning thoroughly including surrounding areas. Refill dishwasher if being used again or switch off.
- Sweep, then mop and dry the floors at the end of the day.
- If necessary must stay for extra duties after normal working hours e.g. Y8 Awards Dinner, sports days, team teas and any other school activities.
- Prepare breakfast club at the end of the day for the following morning, i.e. cereal bowls, plastic cups, cereals, sugar, spoons, apple corer and board, jugs for juice. Ensure cartons of juice apple and orange are in the fridge.
- Assist with the food required at Teatime Club, preparing if necessary, delivering it to the relevant location and clearing it away.
- Must be prepared to carry out any other duties required by the Catering Manager or a member of the Senior Leadership Team.

Person Specification – Catering Assistant

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have -</i></p> <p><i>-there are no compulsory qualification for this position</i></p>	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> • <i>Appropriate Health and Safety training</i> • <i>Appropriate Food Hygiene certification/ training</i> • <i>Drivers Licence</i> • <i>Manual Handling training</i> 	Production of the Applicant's certificates and references from previous employers.
Experience:	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • <i>Experience in a similar role, ideally in a school</i> 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> • <i>Previous experience in another school</i> • <i>Previous experience in a busy kitchen</i> • <i>Customer service</i> • <i>Previous experience multitasking and responding quickly to required tasks</i> 	Contents of the Application Form Interview Professional references
Skills	<p><i>The skills required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • <i>Hardworking</i> • <i>Organised</i> • <i>Team player</i> • <i>Multi tasking</i> • <i>Adaptability</i> 	<p><i>The skills that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • <i>sense of humour</i> • <i>creativity</i> • <i>communication</i> • <i>attention to detail</i> 	Contents of the Application Form Interview Professional references
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • <i>Stock rotation</i> 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • <i>Nutrition for children</i> • <i>Awareness of common allergies</i> 	Contents of the Application Form Interview Professional references
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • <i>Organizational skills</i> • <i>Motivation to work within a team, supporting each other</i> • <i>Positive, friendly attitude</i> • <i>Good personal management skills</i> 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • <i>Attention to detail</i> • <i>Empathy</i> • <i>Reliability</i> 	Contents of the Application Form Interview Professional references

Safeguarding	<ul style="list-style-type: none"> • <i>Commitment to the safeguarding and protection of children and to the personal development of our pupils.</i> • <i>Understanding of the issues surrounding the safeguarding of children and commitment to child welfare and safety.</i> • <i>Knowledge of child protection procedures.</i> 	<ul style="list-style-type: none"> • <i>Up-to-date safeguarding training.</i> 	<p>Contents of the Application Form.</p> <p>Interview.</p> <p>Professional references.</p> <p>Current DBS.</p> <p>Safeguarding certificate.</p>
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