



ROSE HILL SCHOOL
ROYAL TUNBRIDGE WELLS

CATERING ASSISTANT

JOB DESCRIPTION

School's Mission Statement

A Rose Hill School child's learning experience is one of aspiration, adventure, and achievement in a nurturing, caring school.

Aims:

Working with integrity your child will:

- Be inspired to develop confidence to thrive in all areas of our rich curriculum.
- Foster the skills and talents which enable them to organise their learning and plan to achieve success.
- Demonstrate persistence to flourish in the face of challenge.
- Show resilience and learn from difficult situations.
- Get along with others, work collaboratively and accept everyone.

PURPOSE OF THE JOB

The key function is to provide support in the preparation and serving of food and beverages plus related cleaning and catering duties. In addition as a member of the catering staff, to undertake a range of duties within the kitchen and any ancillary duties to support the operation of the school.

TITLE OF POST	CATERING ASSISTANT
Salary	Salary is £15,018.30 per year (annualised basis, role is term-time only)
Line Management	The Head Chef/Cook-in-Charge is the line manager for the Catering Assistant.
Key Tasks	The job description does not form part of the contract of employment and may be varied in accordance with the demands of the role.
OUTLINE TERMS AND CONDITIONS	The post is a part-time position working Monday to Friday 9.00am to 3.00pm (30 hours per week) term time only (34 weeks) with the opportunity for some overtime and additional hours. You will be expected to work 3 additional days to assist with the kitchen deep clean as well as 4 additional days to attend Inset days. The school operates a pension scheme which all non-teaching members of staff are eligible to join, both the school and member of staff contribute. A free lunch is provided during term time for all staff whose working hours encompass the time of the school lunch.

Main duties and responsibilities	
	• To assist with the smooth running of the school kitchen and assist at catering functions. • To maintain standards of cleanliness, safety and hygiene of the premises and equipment and to work within the guidelines of the Health and Safety and Hygiene Regulations. • To clean on a daily basis all catering areas to standards laid down by the school as directed. To assist in cleaning up the dining areas, kitchens and catering equipment after the lunch periods, including cleaning and putting away tables and chairs, washing up/loading dishwashers, cleaning kitchen surfaces and kitchen equipment as required • To prepare the service area, hot cupboards and other equipment in the dining area to ensure food is served efficiently and in a hygienic environment. • To prepare the dining area to include moving and setting up tables and chairs, setting trolleys. • To assist in the preparation and serving of food and beverages when requested by the Head Chef/Cook-in-Charge. • To inform the Head Chef/Cook-in Charge of any defects in equipment, suspect food or other concerns relating to Food Safety. • To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g., Equal Opportunities Policy/Staff Code of Conduct and national legislation (Health and Safety, Data Protection). • To maintain confidentiality of information acquired in the course of undertaking duties for the School. • To be responsible for your own continuing self-development, undertaking training as appropriate. • To undertake other duties appropriate to the grading of the post as required.
Health & Safety	• The school has a comprehensive policy statement on health & safety. • Produce appropriate Risk Assessments and safe systems of working, in line with Health & Safety regulations and ensure that work is carried out to a safe manner. • Possess an understanding of legislation relating to chemicals and dangerous substances (COSHH) • Ensure the highest standards of work are achieved in an efficient and timely manner.
Other	• Undertake any other work as reasonably requested by the Head Chef, Cook-in-Charge, Bursar or the Head. • Be familiar with the school's Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, attend all safeguarding training. • All Rose Hill School staff have a part to play in supporting the school's ethos, understanding pupil safeguarding requirements and promoting the best possible image to parents and prospective parents. • Staff are encouraged to submit ideas for whole school development each year.
PERSONAL	• The ideal candidate will have experience of working within a

SPECIFICATION	catering environment and the willingness to undertake further training as required. • Ability to be proactive and work as part of a small team as well as on their own initiative s as required. • Have awareness of Health and Safety and a willingness to undergo appropriate training where required • Be a good team player • Enthusiasm • Sense of humour • Flexibility Enjoy working in a school environment.
----------------------	--

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Safeguarding & Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Safeguarding Leads or to the Head.

Rose Hill School is fully committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Any offer of employment will be subject to the receipt of satisfactory enhanced DBS (Disclosure and Barring Service) and other checks, references, medical clearance and proof of legal right to work in the UK.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience. Rose Hill School reserves the right to amend this Job Description from time to time according to business needs. Any changes will be confirmed in writing.