A blue and black logo

Description automatically generated

|  |
| --- |
| **JOB DESCRIPTION** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Section 1: General Information** | | | |
| **Position Title** | General Catering Assistant | **Department** | Catering Team |
| **Reports To** | Head Chef | **Probationary Period:** | Two Terms |
| **Location/Site** | Rookwood School, Weyhill Road, Andover SP10 3AL | **Employment Status** | Permanent  52 Weeks |

|  |  |
| --- | --- |
| **Section 2: Job Description** | |
| **Position Purpose** | Assisting in the preparation and serving of healthy, nourishing meals for staff and pupils |
| **Key Responsibilities** | You will join a team that performs the following tasks:   * Food Preparation * Serving meals in the dining area * Handling deliveries * Stock rotation * A limited amount of cooking duties * Washing up * Kitchen and dining area clean up after service   Responsibilities:   * You are likely to have a regular position in the team, handling one or two of the above tasks, but you need to be prepared to perform any of the above tasks as required. |

|  |  |  |
| --- | --- | --- |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** |  | * GCSE (or equivalent) level Maths and English |
| **Experience** |  | * Working in a catering role - food preparation and service. |
| **Knowledge** |  | * Food ingredients, nutrition and cooking. |
| **Skills and Abilities** | * Reliable, resilient, team-worker. |  |
| **Work-related Personal Qualities/Behaviors** | * Ability to thrive in a busy, fast-paced environment. * Be an effective team player that works collaboratively and effectively with others * Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences * Support, motivate and inspire both colleagues and pupils by leading through example * Suitability to work with children * Confidence, warmth, sensitivity, reliability and enthusiasm | |
| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  **Demonstrate a commitment to:**   * safeguarding and child protection * equalities * promoting the school’s vision, values and ethos * high quality, stimulating learning environment * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development   All employees at Rookwood School have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care. | |

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Name (Please print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_