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| **JOB DESCRIPTION** |

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| **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** | Permanent52 Weeks |

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| **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.
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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications**  | *
 | * GCSE (or equivalent) level Maths and English
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| **Experience** |  | * Working in a catering role - food preparation and service.
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| **Knowledge** |  | * Food ingredients, nutrition and cooking.
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| **Skills and Abilities**  | * Reliable, resilient, team-worker.
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| **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
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| **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: \_\_\_\_\_\_\_\_\_\_\_\_