



# BROOKFIELD COMMUNITY SCHOOL

Catering Assistant

## Job Description

**Location:** Brookfield Community School, Chatsworth Road, Chesterfield, Derbyshire S40 3NS

**Salary:** Redhill Academy Trust Pay Scale, Band 5, Scale Point 28

**Hours of work:** Post 1: 25 hours per week, term time only.  
Post 2: 15 hours per week, term time only.

**Responsible to:** Catering Manager

**Post objective:** To provide an efficient and friendly canteen service to all students and staff.

### Main Duties and Responsibilities:

- Operate a till in line with cashless catering system.
- To assist with the counter service of food.
- To help with the preparation of hot and cold food.
- To keep all food preparation and service areas clean and tidy.
- To wash and dry equipment.
- To ensure the dining room is clean and tidy at the end of each session, including wiping of tables and mopping of floors.
- Take delivery of food stock and ensure they are to the required standards.
- To have a full understanding of the required level of health and safety, food hygiene and nutritional standards.
- To have good product knowledge.
- Any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.
- Liaise with teaching and operational colleagues over matters relating to your role and any whole school issues.
- Setting up hospitality for events in school.

### **General Responsibilities**

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might reasonably be regarded as within the responsibilities and nature of the post.

This role involves working in regulated activity with children and an Enhanced DBS clearance is required for this position.



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Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"><li>▪ Previous experience of working with young people.</li><li>▪ Previous experience of working in the catering industry.</li><li>▪ Knowledge of Health and Safety requirements.</li></ul>	
<b>Skills, Abilities and Personal Qualities</b>	<ul style="list-style-type: none"><li>▪ Ability to prepare and serve food.</li><li>▪ Good time management.</li><li>▪ Good verbal communication skills.</li><li>▪ Ability to use a till proficiently.</li><li>▪ Certificate in Food Hygiene in place or training completed prior to start date.</li></ul>	

