



Location: Colonel Frank Seely Academy, Calverton, Nottingham, NG14 6JZ

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

Hours of work: 12.5 hours per week, Term Time Only, 12:00 – 14:30 Monday to Friday (hours may need to be flexible at times)

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 NRS 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 areas are clean and tidy at the end of each session, including wiping of tables.
- To ensure both dining locations are swept and mopped at the end of each day.
- 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.

Skills and Knowledge:

- Ability to prepare and serve food.
- Good time management.
- Good verbal communication skills.
- Ability to use a till proficiently.
- Certificate in Food Hygiene in place or training completed prior to start date.

Qualification and Experience:

- Previous experience of working with young people.
- Previous experience of working in the catering industry.
- Knowledge of Health and Safety requirements.

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