





**Warden Park**  
*'The Best From All'*

- During the lunch period assist dining hall duty staff, ensuring that all food waste and refuse is removed and appropriately recycled by students. Giving advice to students on recycling.

**GENERAL RESPONSIBILITIES COMMON TO ALL STAFF:**

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote academy policies
- To promote positive student conduct
- To promote equal opportunities and celebrate diversity in all aspects of the academy
- Uphold the Trust's staff code of conduct
- Follow health and safety requirements and initiatives as directed

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be set out in the above job description, but please note that Warden Park School maintains the right to update your job description from time to time, to reflect changes in or to your job. You will be consulted about any proposed changes.

SIGNED: ..... DATE: .....

NAME: .....



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### **PERSON SPECIFICATION**

**JOB TITLE:** Catering Assistant

**RESPONSIBLE TO:** Catering Manager

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### **EXPERIENCE**

- Previous experience of working in a similar role is desirable although training will be provided

### **SKILLS AND ABILITIES**

- Work in an organised and methodical manner
- Complete tasks accurately and carefully with an attention to detail
- Communicate with a range of audiences including other staff within the school, governors, pupils and parents
- Ability to work as part of a team

### **PERSONAL QUALITIES**

- A positive attitude, flexible approach and excellent communication skills
- A commitment to safeguarding and promoting the welfare of children
- Ability to remain calm in a hectic environment
- Willingness to participate in further training and developmental opportunities offered by the school to further knowledge
- A willingness to embrace the opportunities offered by academy status and to support our partner schools as appropriate
- Ability to demonstrate commitment to Equal Opportunities