



Wimbledon College

Catering Assistant

Post: Catering Assistant
Contract: One year initially
Salary: NJC Sc1 SCP2
Hours: **11am to 2pm** 3 hours per day (15 hours per week),
37 weeks in term time (Excludes 5 Early Finish days)
Line Manager: Catering Manager
Location: Wimbledon College, Edge Hill, London SW19 4NS

JOB PURPOSE

Preparing, cooking and serving of delicious, high-quality food that delights our pupils and ensures they come back for more. Maintaining a high standard of cleanliness of the kitchen and surrounding areas. Supporting the Catering Manager and the team in the day to day running of the refectory in compliance with relevant Health & Safety, allergen awareness, Food Handling and Hygiene requirements.

Work Context

Food service workers typically stand for long periods of time and often carry heavy trays. They work in kitchens that are hot, humid, fast-paced and can be noisy. Hours are subject to change

MAIN DUTIES

The duties of the Kitchen Assistant include:

Preparing the dining areas which may include moving and setting up furniture, setting trolleys and cleaning and dismantling of these as required. Assisting with the loading, unloading of deliveries and recording food temperature log controls.

Preparing and replenishing the service display areas, hot cupboards and other equipment in the kitchen/dining rooms for efficient and effective catering services.

Simple food prep and cooking – including washing, preparing, peeling, and chopping raw ingredients. Cooking food and operating kitchen equipment to the required standard.

Serving the pupils and teachers fresh healthy nutritious food, following agreed menu and portion size guidance set out by the catering manager.

Contributing to the promotion of a welcoming and efficient food service which supports the school's healthy eating aims and school food standards.

Washing cutlery, tumblers, jugs, serving utensils, containers, tables and all other catering equipment in the dining rooms and kitchen. Loading and unloading washing equipment.

Clean on a daily basis all catering areas to standards laid down by Wimbledon College.

Such other related duties as are required to ensure the dining areas and kitchen are in a clean and hygienic condition and that the food service is efficient and effective.

To immediately report any incidents, accidents, fire, theft, loss damage or unfit food and take such action as may be appropriate.

Be responsible for ensuring that correct Personal Protective Equipment is used correctly at all times.

To undertake any other duties that may be required for the effective operation of the catering establishment. This may include working the till and completing paperwork.

To do some light cleaning duties, including toilets, during the quieter summer term when fewer pupils are in school due to exam leave.

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

THE PERSON REQUIRED

- Previous catering experience is desirable but not essential;
- Food hygiene level 2 (preferred, but not essential as training will be given);
- a high level of communication skills and the ability to relate positively to children and adults.
- Will provide service with a friendly, polite, upbeat and positive attitude.
- Will have patience and a sense of humour and be able to work in a busy environment;
- Will demonstrate professionalism, honesty, exceptional timekeeping and reliability;
- Will be a methodical and practical worker, proactive - able to work without supervision and use initiative;

- Must have a flexible approach and be willing and able to work under pressure as part of the catering team, ready to support his/her colleagues as the need arises.
- Will comply with procedures covering Health & Hygiene, allergens, child safeguarding, health, safety, confidentiality and data security. Recording and reporting any concerns to an appropriate person.
- Will be required to contribute and support the overall aims and ethos of the College. All staff are required to participate in training and other learning activities, and in performance management and development in line with the College's policies and practices.

Wimbledon College
Feb 2025