



Application Pack

www.shuttleworthcollege.org



Letter from the Headteacher

Dear Applicant,

Thank you for your interest in the post of School Catering Officer at Shuttleworth College, a place where everyone can live our motto; 'Think Big, Chase Dreams and Succeed Together'.

We are seeking to appoint an enthusiastic and committed individual to work within our catering team. The successful candidate should have the skills and experience to offer appropriate support across the catering team as well as the mindset to solve problems and overcome challenges.

Shuttleworth is a fantastic place to work and to learn and families, visitors, and Ofsted alike comment on the calm and purposeful atmosphere in the college. Ofsted describe the school as a 'haven' and our young people as 'confident, friendly and courteous'. We expect huge things of all our young people here and set them up to be the best they can be in their future lives. Staff, students and families work together to get the very best out of the five years young people have in this school, with a no excuses culture where everyone is expected to give their best every day.

With excellent guidance and support from an experienced and committed manager and wider team, there hasn't been a better time to join our welcoming, attractive and well-resourced learning environment. We look forward to receiving your completed application form outlining how your skills and experience have prepared you for this role.

If you would like to find out more about us or visit the college, please do not hesitate to contact us.

Yours Sincerely,



Ruth England
Headteacher



Job Description



COLLEGE

Responsible to: Catering Assistant

Main Activities and Responsibilities

- To assist in the preparation of meals and ensure that the regulations pertaining to the safe and hygienic operation of the kitchen are met.
- To serve a high volume of students and staff at mealtimes.
- Operation of cashless tills
- Running till reports, assisting with end of day reconciliations and accounts
- To keep all work areas and surfaces as clean and tidy as is practicable at all times and especially at the end of the day/shift.
- Washing up and cleaning duties as required
- To set up serving areas, including the movement of food and drinks from the main kitchen area to multiple serving areas
- To ensure the regulations pertaining to the safe and hygienic operation of the kitchen and ancillary areas are adhered to by all.
- To assist when required with receiving, checking, and storing deliveries as requested.
- To help with the cleaning down of the kitchen

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time.

The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.

To ensure all safeguarding procedures are followed to promote the welfare of all children.

Equal Opportunity

The Postholder will be expected to carry out all duties in the context of and in compliance with the Local Authority and School's Equal Opportunities Policies.

Useful Information

Thank you for your interest in joining our incredible team of staff here at Shuttleworth College.

Application forms can be found at the top of the vacancies section of our website [here](#).

Please email your application to applications@shuttleworth.lancs.sch.uk

If you have any questions, please do not hesitate to get in touch.

