

## **HORNDEAN TECHNOLOGY COLLEGE**

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### **Senior Catering Assistant**

Actual Salary: £24,796-£25,128 (FTE £18,680-£18,930)

32.5 hours per week, 39 Term time only (Paid 44.6 weeks)

We require a Senior Catering Assistant to join the busy catering department of this large secondary school. Duties would include general catering tasks, providing a restaurant service to students and covering hospitality throughout the College. Extra hours will be expected with prior notice to cover external functions. Food hygiene certificate desirable but not essential as training will be given. This post will be based in the Years 10 and 11 restaurant facility. We are looking for a candidate who is keen to work with the Catering Manager to develop the catering facility, review menus and liaise with students regarding developments.

The College is committed to safeguarding children and promoting the welfare of young people and expects all staff and volunteers to share this commitment. A full police check with the Disclosure and Barring Service will be required.

Support staff application forms are available on the College [website](#),

Closing date for receipt of completed applications: 12 noon, Friday 3 July 2026

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Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

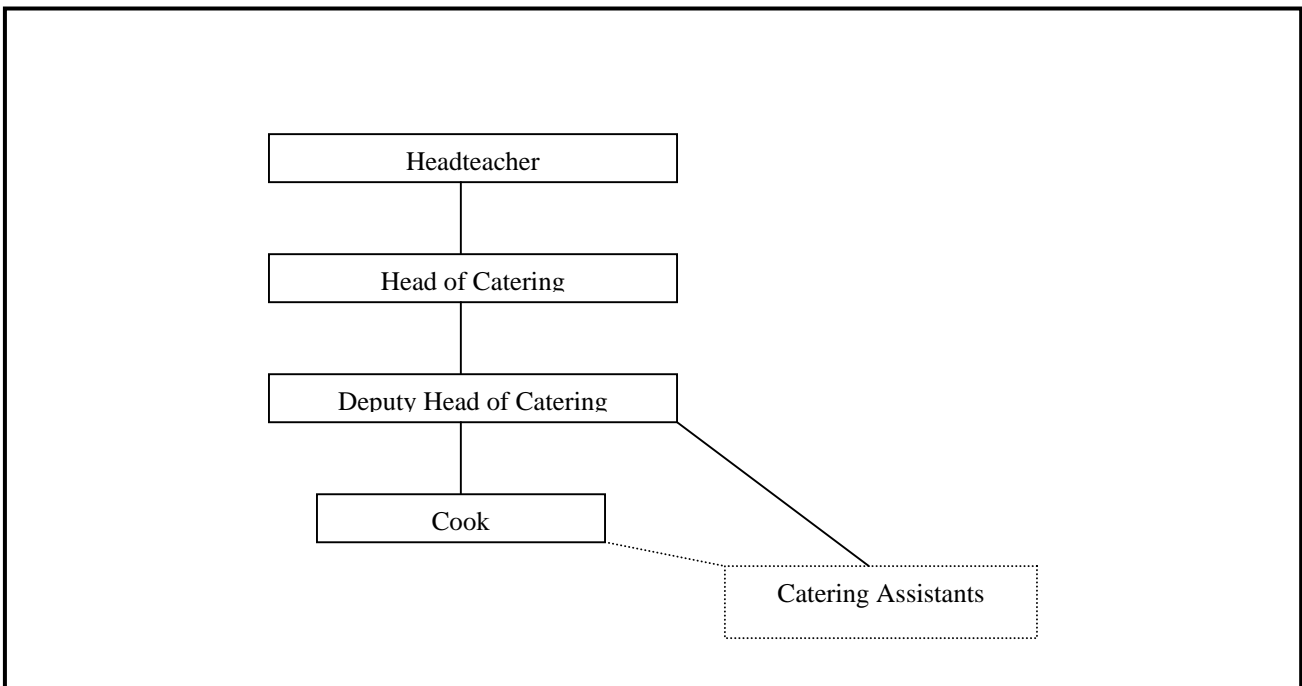
**ROLE PROFILE FORM**

**Section A**

<b>Role profile ref:</b>	02182
<b>Department/Section:</b>	Education (Schools)
<b>Role Title:</b>	Cook
<b>Reports To - (Supervisor/manager's role title) :</b>	Head of Catering or Deputy Head of Catering
<b>Role Purpose:</b> (why the role exists)	To prepare, cook and serve food in a safe and hygienic environment.

**Section B Organisation**

*Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).*



**Section C**

**ROLE REQUIREMENTS**

*This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.*

<b>Accountabilities</b>	<b>Accountability Statements</b>	<b>% of Time</b>
<b>Meal provision</b>	<ul style="list-style-type: none"> <li>• Prepare, as directed by the Head of Catering, the required number of food products, following specified menus;</li> <li>• Ensure portion control and nutritional standards are met;</li> <li>• Prepare cooking ingredients;</li> <li>• Cook food ensuring all meals are ready on time;</li> <li>• Maintain food at the correct temperature;</li> <li>• Produce a range of food to ensure different dietary requirements are met;</li> <li>• Prepare food for ad-hoc functions during evenings, weekends or school holidays;</li> <li>• Assist the Head of Catering or Deputy Head of Catering with the planning and production of menus;</li> </ul>	45
<b>Resources</b>	<ul style="list-style-type: none"> <li>• Ensure kitchen equipment is used, cleaned and maintained correctly;</li> <li>• Report equipment repairs and maintenance needs to the Head of Catering or Deputy Head of Catering;</li> <li>• Ensure all food is served with the correct tools and is well presented;</li> </ul>	15
<b>Staff Supervision</b>	<ul style="list-style-type: none"> <li>• Assist the Head of Catering or Deputy Head of Catering with the day to day support and supervision of kitchen staff;</li> <li>• Ensure that food safety and hygiene standards are maintained in the kitchen at all times;</li> <li>• Promote teamwork to ensure efficient operation of catering service.</li> </ul>	15
<b>Serving/customer liaison</b>	<ul style="list-style-type: none"> <li>• Serve food following specified portion control guidelines and special dietary requirements;</li> <li>• Positively encourage customers to try a variety of food and seek feedback from pupils and teachers on products and service;</li> <li>• Handle cash, operate tills/vending machines/cashless card systems where necessary, following strict guidelines.</li> </ul>	10

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<p><b>Setting up and clearing away of dining hall</b></p>	<ul style="list-style-type: none"> <li>• Within strict time limitation, assist with setting up required number of tables, chairs bins and water jugs for service periods within the designated eating areas;</li> <li>• At end of service assist with disassembling tables and chairs, clear and sweep eating /outside areas ready for immediate school use.</li> </ul>	<p>5</p>
<p><b>Kitchen cleaning rota and general washing up</b></p>	<ul style="list-style-type: none"> <li>• Assist with washing up all eating utensils and equipment, sterilising where required, following set guidelines;</li> <li>• Complete cleaning duties, following daily and weekly rotas, to ensure health and safety and hygiene standards are maintained.</li> </ul>	<p>5</p>
<p><b>Stock control/receipt of deliveries</b></p>	<ul style="list-style-type: none"> <li>• Put away daily/weekly/fortnightly deliveries ensuring correct stock rotation and quality control guidelines;</li> <li>• Receive deliveries, when directed by Head of Catering or Deputy Head of Catering, carrying out quantity, temperature and quality checks.</li> </ul>	<p>5</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<p>Ensure health and safety and hygiene procedures are followed e.g. temperature probing and recording.</p>	
<p><b>Section D –The key decision making areas in the role</b></p>		
<ul style="list-style-type: none"> <li>• Preparation of ingredients;</li> <li>• Ensure correct portion size is given to customer;</li> <li>• Daily organisation of the kitchen;</li> </ul>		
<p><b>Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)</b></p>		
<p>Up to 200 meals served per day.</p>		
<p><b>Section F - The main contacts – external/internal customer contacts and purpose</b></p>		
<p>Customers: pupils, Headteachers, school admin staff, and supervisory assistants. Regular communication with customers to request /receive feedback on food and service provided.</p> <p>Communicate and work with school administration staff, supervisory assistants, site manager and suppliers to ensure smooth operation of service. This involves negotiating/giving and receiving information, <i>if requested to do so although such is usually handled by the Head of Catering or line manager.</i></p>		



**Section L – Operationally effective: How would effectiveness in role be demonstrated?**

- Kitchen runs smoothly with minimal referrals to Deputy Catering Manager/Deputy Head of Catering;
- Feedback from customers is consistently positive with minimal complaints;
- Standards of safety and hygiene are consistently met.

**Section M - Adding value: What characteristics will the advanced role holder demonstrate?**

- Routinely manages the kitchen operations using own initiative;
- Applies knowledge to propose new ideas and service development initiatives;
- Promotes team working and acts as role model for kitchen staff.