



**Halliford  
School**  
SHEPPERTON

## **Catering Assistant Job Description**

We are looking for a motivated, energetic and enthusiastic Catering Assistant who will work in the heart of the school catering function on a part time basis. The successful candidate will have gained kitchen experience in an organisation which is busy and fast paced. You will be required to assist the Catering Manager and the Chef producing around 600 high quality meals every day prepared from scratch. The Catering Team takes real pride in what they do, in their food, in the delivery of meals to students and staff as well as helping out at external catering events organised for parents and visitors to the School.

This is a term time position Monday to Friday 10am to 4pm. The hours can be discussed at interview stage. Halliford School offer a highly competitive pay scale and a non-contributory support staff pension scheme.

### **The key responsibilities will include:**

- Preparation of all school meals. This will cover washing, peeling, chopping, cutting, and cooking. You will also help to prepare salads, desserts and staff lunches.
- Assisting with the tuck shop every morning for 15 minutes. This may include serving students or using the school till / finger biometrics system for purchases.
- Assisting with the serving of lunch in either the dining room or marquee to both students and staff daily.
- Ensuring the food preparation areas are clean and hygienic.
- Washing utensils and dishes and making sure they are stored appropriately
- Sorting, organising, storing and distributing ingredients for the Chef and Sous Chef.
- Unloading deliveries from suppliers and working alongside the other Catering Assistants.
- At the end of the lunchtime session, cleaning the food preparation and serving equipment, as well as kitchen appliances, clearing and cleaning dining room tables, sweeping and mopping floors. This will include emptying bins and cleaning windows.
- Assist with general dining room duties i.e., laying tables, clearing tables
- Reporting any fault or defect with kitchen equipment and/or unsafe practices to the Chef or person in charge
- For additional hours we would consider combining this role with school cleaning or minibus driving and this can be discussed at interview.

## Catering Assistant - Person Specification

| <b>Applicants should:</b>  | <b>Essential</b> | <b>Desirable</b> | <b>Primary means of assessment</b> |
|--|------------------|------------------|------------------------------------|
| Have experience working in a busy catering environment where a high volume of meals are prepared daily.          | ✓                |                  | Application Form                   |
| Have experience in food preparation and plating up lunches. Basic food hygiene Certificate required              | ✓                |                  | Application Form                   |
| Have experience in working a till.   |                  | ✓                | Application Form                   |
| Demonstrate an ability to manage pressure, priorities tasks and communicate effectively at all levels.           | ✓                |                  | Interview                          |
| Be an excellent team player and the ability to work on their own initiative.                                     | ✓                |                  | Interview                          |
| Have a committed and organised approach  | ✓                |                  | Interview                          |
| Have a desire to success in your role  |                  | ✓                | Interview                          |
| Possess the ability to work under pressure   | ✓                |                  | Interview                          |
| Be able to communicate effectively with students and Staff   |                  | ✓                | Interview                          |
| Excellent customer service skills  | ✓                |                  | Interview                          |
| A strong interest in healthy eating  | ✓                |                  | Interview                          |
| Ability to follow instructions and carry out tasks quickly and competently.                                      | ✓                |                  | Interview                          |
| Carry out mandatory training as well as adhering to all school policies and procedures.                          | ✓                |                  | Interview                          |
| Understand the importance of health and hygiene whilst adhering to health and safety / food hygiene legislation. | ✓                |                  | Interview                          |
| Be well presented at all times   | ✓                |                  | Interview                          |
| A good sense of humour   | ✓                |                  | Interview                          |

## How to Apply

For further information please visit the Halliford School website at the following address [www.hallifordschool.co.uk/vacancies](http://www.hallifordschool.co.uk/vacancies).

You will find an application form on the website. This should be e-mailed to the HR & Recruitment Officer, [hr@hallifordschool.co.uk](mailto:hr@hallifordschool.co.uk) to arrive no later than 12 noon on 31st May 2023. However, please feel free to apply as soon as possible as applications will be considered upon receipt. We reserve the right to interview / appoint before the closing date.

Halliford School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share our commitment. We are an equal opportunities employer, and the successful candidate will be expected to undergo an Enhanced Disclosure & Barring Service check.