

BISHOP WORDSWORTH'S SCHOOL

Job Description - Subject to Bishop Wordsworth's School's Contract of Employment.

• **Title of Post:** Catering Assistant

• **Salary:** Bishop Wordsworth's School Scale C Point 11

• **Hours:** 25 hrs hours a week or 15/16 hours a week 39 weeks/year

• **Postholder:** TBC

The Postholder is immediately responsible to the Catering Manager and through them, the Bursar.

Key Responsibilities:

- To support the work of the Catering Team to provide a high standard of healthy catering provision for the students, staff and visitors of Bishop Wordsworth's School, working at times without direct supervision.

Contacts:

The role involves contact with pupils and staff and some external third parties if covering events.

Specific Duties:

- Assist in the cashless catering payment from staff and students;
- Serve tea and coffee in the staff room when required;
- Assist in the cleaning of kitchen, dining room and equipment during the working day;
- Operate the dishwasher;
- Support the team in catering for functions organised by the School such as Founder's Day, Carol Service etc. (this may involve work outside normal hours, but by agreement);
- Attend training courses and meetings organised by the School, department or any other body relevant to the post;
- Perform general kitchen duties as required, including the preparation of sandwiches and vegetables;
- Promote the interests of the School at all times

- All duties to be carried out to comply with:
 - (a) Health and Safety at Work Act;
 - (b) Acts of Parliament, statutory instruments and regulations and other legal requirements;
 - (c) Nationally agreed codes of practice which are relevant.

Ensure that all School policies are complied with at all times

Health and Safety

In accordance with the provisions of School Safety Policy it is the duty of the postholder:

- To take reasonable care of the health and safety of herself and other persons who may be affected by the acts and omissions of a School employee;
- To co-operate with the School with a view to ensuring that the statutory provisions and regulations are complied with.

In addition, the Postholder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of the post. In cases, however, where a permanent and substantial change in the duties and responsibility of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description shall be subject to (at least) annual review and any changes shall be determined by consultation between the Postholder and the Headmaster or his Deputy for this purpose in accordance with the terms of the Governors' Contract of Employment and Staffing and Pay Policy.

Date		Signed (Postholder)	
Date		Signed (Head Master)	