BROOMWOOD

Role: Catering Assistant and Salad Maker

Job Description

Hours: 32.5 hours per week.
Working pattern: 8:30 am to 3:00 pm, Monday to Friday, term-time only plus specified Inset days
Annual salary: £17,150 (based on full-time term-time salary of £21,112).
Reporting to: Chef

Principal Objectives
You will report directly to the School Chef. Observing high standards of personal appearance and a polite manner as a catering assistant and salad maker you will assist in the preparation and service of menu items, particularly leading on salads, maintaining impeccable standards of service, cleanliness, hygiene and safety.

Key Responsibilities

- Lead on the planning and preparation of salads.
- Wit the chef, oversee the management of food allergies and dietary requirements of pupils and staff.
- Preparation of all working, service and dining areas.
- Assisting in the preparation and presentation of other food and beverages.
- Promoting good, pleasant relations in a professional manner.
- Promoting team working and a friendly working environment with colleagues.
- Contribute to the cleanliness of the kitchen, serving areas, dining room, equipment and utensils including being part of cleaning rotas at all times. In particular, ensure all preparation surfaces are scrubbed down, the stoves and ovens cleaned, the tables and benches wiped and stored away, the floors swept and mopped ready for the cleaners, and the kitchen and dining room generally left clean and tidy at the end of every day.
- Ensure equipment is kept clean and maintained in good order; this includes keeping knives sharp at all times and ensuring that the dishwasher is regularly replenished with water softener, rinse-aid, etc.
- Work within HACCP and HSE regulations at all times
- Demonstrate a professional, courteous, and friendly attitude towards the children, teaching staff and work colleagues at all times.
- Maintaining high standards of service in respect of food and beverages.
- Lay tables and distribute food to the tables for both sittings as and when required.
- Clear tables of crockery and cutlery and encourage the children to behave sensibly whilst doing so.
- Assist with relaying tables for the second sitting and distributing food onto the tables as and when required.

- Ensure tea, coffee and appropriate snacks are made available each day for the staff by break time.
- Provide biscuits and fruit for children's breaks and a variety of biscuits or cake for club teas.
- Ensure rubbish has been bagged and sealed and put out ready for collection, the rubbish bins left clean with new bin-liners ready for the next day, and compostable waste disposed of as agreed.

- Ensure all washing-up has been done and put away at the end of each day.
- Check the work of the cleaners daily and bring problems to the attention of the Chef or Catering Manager.
- Ensure adequate supplies of consumables (detergent, soap, dishwasher salt, etc.) are available appropriate.
- Attend all planning meetings and trainings held before the start of each term between the chefs at the various sites.
- Be able to support all Broomwood sites as needed and as requested by the Catering Manager
- Undertake any associated duties as may reasonably be required, including carrying out any reasonable request by the Principal, Heads, or Catering Manager, or their representatives.

Additional Responsibilities:

- Attend all Health and Safety, Food Safety training meetings as required.
- Report all accidents/sickness, following the laid-out procedures.
- All staff must take part in appropriate CPD with regard to safeguarding and promoting children's welfare. All staff must know who the Designated Member Staff (DSM) on their site is and report any concerns, all information should be factual, any concerns should be documented.

Occasional Duties:

- To attend meetings and all training courses as required.
- To assist with the preparation and production of all requirements for special functions at weekends and evening events, which may sometimes be outside normal working hours

Person Specification

Skills/ Knowledge/ Experience

- Understanding, and ability to apply principals of food hygiene and, ideally, demonstrable experience of catering.
- Understanding, and ability to apply principals of food allergies and, ideally, demonstrable experience of catering.
- Competence in written and spoken English, sufficient as to ensure the safe and knowledgeable application of hygiene, allergy and Health and Safety principals and practice as outlined above.
- An interest in food and good customer service is essential.
- Willingness to be trained in food hygiene and catering.
- Some understanding of kitchen operation, processes and procedures.
- Friendly, helpful and proactive, with a 'can-do' attitude
- Able to work in a high-pressure environment
- Willing to adjust to changing priorities and working times
- A willingness to be flexible around working hours
- Willingness to acquire new skills and qualifications
- Willingness to wear uniform provided
- To undertake any associated duties, as may reasonably be required.

Safeguarding

This role will involve significant contact with children and the post holder will be deemed to be engaging in regulated activity relevant to children, in accordance with Keeping Children Safe In Education. Consequently, it is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)