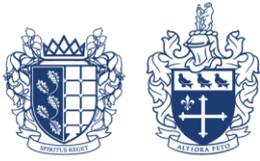


WARWICK INDEPENDENT SCHOOLS FOUNDATION



Catering Assistants

Information for Applicants



WARWICK INDEPENDENT SCHOOLS FOUNDATION

Catering Assistant

Salary - £9.90 per hour

Various shifts available:

Monday – Friday 10.45am – 2.45pm

Monday – Friday 12.45pm – 3pm

Other shift patterns may be available – please indicate availability on your application

We are seeking to appoint a number of Catering Assistants to support our Foundation Catering Department in providing high quality food for the core pupil dining service. You will work across all the schools on the Warwick Campus.

The successful applicant will have previous catering experience in a hospitality and leisure environment.

For further information, please see the Job Details attached.

Should you wish to apply for this role please complete both parts of the application form on the website shown below and send to hr@warwickschools.co.uk or contact the HR department on 01926 735413

Closing date for applications: Thursday 10th March 2022

**Warwick Independent Schools Foundation
Myton Road
Warwick
CV34 6PP**

Website: <http://www.warwickschool.org/Non-Teaching-Vacancies>

The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments are subject to a satisfactory DBS check.



Warwick Independent Schools Foundation – Staff Benefits

On starting, staff are enrolled in the NEST staff pension scheme which the Foundation also contributes to in line with legislative requirements (staff may opt back out once they have joined). The Foundation also offers to match personal contributions up to an impressive 10% - this can be requested once employed.

Free two-course cooked lunches are provided daily and encompass vegetarian options; a baguette or filled jacket potato is available for those 'on-the-go'. Departments may provide free tea/coffee/milk for their staff to use at no extra charge.



An Employee Assistance Programme in case staff (or anyone they live with) are struggling with health or significant life issues. The wellbeing of our staff is important to us. Eye test vouchers are also available upon request for VDU users.



We have an impressive sports and leisure complex including a 25-metre indoor swimming pool, squash courts, badminton courts and gymnasium which staff may use out of school hours; this is free within a limited time range (excluding weekends) or at a modest fee for full access. Discounts are also available for staff partners. We also have tennis courts which permission can be sought for staff use.

Bridge House Theatre is part of our campus and staff are occasionally given discounted or complimentary tickets to selected shows.



JOB DESCRIPTION – Catering Assistant

Post Title	Catering Assistant
Grade	Scale Point 11 - £9.90 per hour
Location	Warwick Independent Schools Foundation (WISF) comprises two schools, each with its own junior school. All are now based on a large campus on the Myton Road and Banbury Road The schools are served by WISF's shared services located across our sites. This role falls within one of the shared services, the Estates and Operations Department, whose offices are based at Warwick School, Myton Road, Warwick.
Purpose of this Job Description:	This document provides an overview of the job and the tasks listed are not exhaustive. It aims to provide a clear guide at the time of writing about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.
Lines of Reporting:	Reporting to Front of House Manager Also accountable to Executive Head Chef
Hours:	Various shifts available, mainly term time.

Responsibilities:

- To assist with the preparation of and service of all meals and refreshments as determined by the Head Chef and Front of House Manager
- To assist with the preparation of the dining rooms and kitchen ready for service.
- To ensure the safe service of all meals and drinks.
- To ensure the kitchen and dining rooms are cleaned and maintained to a high standard during and after service.
- To wash up, dry and store crockery, cutlery, glasses, pots, pans and utensils in a safe and hygienic manner.
- To sweep, mop, wipe and clean floors, walls, tables and all kitchen surfaces and equipment.
- To comply with Statutory Regulations pertaining to the safe and hygienic operation of the kitchen as directed by the Head Chef or Front of House Manager, including the maintenance of records.
- To assist in ensuring the physical security of the kitchen, food stores and catering office at all times.
- To carry out any other reasonable requests by the Head Chef, Front of House Manager or Foundation Head of Operations Manager.
- To assist with school events outside of normal hours, with prior notice

While every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with all reasonable requests to undertake work of a similar level that is not specified in their job description.

Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. Offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

Health and Safety – As an employee you are expected:

1. to take reasonable care of your own health and safety;
2. to take reasonable care not to put other people (fellow employees, pupils and members of the public) at risk by what you do or don't do in the course of your work;
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies;
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare;
5. to report any injuries, strains or illnesses you suffer as a result of doing your job;
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury);
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy.

Particular H&S issues for this post are:

8. To use electrical equipment (polishers, vacuums, steam machines) in a safe and proper manner following all safety precautions including checking for damage to cables and plugs at the commencement and finish of usage.
9. To ensure full compliance with COSHH regulations to include correct dilution rates and usage according to manufacturer's instructions

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
Qualification	Basic key skills	Health and Safety training Food Safety training Manual Handling training Supervisory certificates
Experience/ Knowledge	Experience of working in a Catering environment or similar	Worked in a school kitchen Hospitality or Service sector experience Has supervisory experience Knowledge of Fire Safety procedures Knowledge of Food Safety procedures
Skills/Abilities	Food handling and production techniques An appreciation of cleanliness and hygiene standards and a basic knowledge of Health and Safety at Work requirements An appreciation of the importance and value of a service culture	Catering knowledge of food production
Aptitude	Shows integrity and discretion Remains calm under pressure Good communicator Pleasant and courteous manner	Able to communicate well with staff and visitors Interested in and happy to communicate with young people Interested in different cultures

		Resourceful Independent
Safeguarding Children, Young People and Vulnerable Adults	<p>Understanding of the role in the context of safeguarding children, young people and vulnerable adults</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</p> <p>Enhanced DBS check that meets the WISF's requirements.</p>	
Equal Opportunities	Understanding of the requirements of Equality and Diversity.	