



Job Description

Role:	Catering Assistant
Grade:	NJC APT&C Grade 2 (Points 6-7)*
Salary:	Actual annual salary £6,189 - £6,430 (£8.4979 – 8.5503 per hour) (FTE £16,394 - £16,495) Salary will be paid over 12 equal monthly payments
Hours:	16.25 hours per week, term-time plus four days Worked Monday to Friday, between the hours of 8:00am and 3:00pm
Start Date:	3 September 2018
Responsible to:	Catering Manager
Job Purpose:	To provide a first class catering service to pupils, staff and visitors to the Academy.

Main Duties

Basic food preparation and cooking (including use of a deep fat fryer)
Preparing sandwiches
Food Service
Operating a till
Clearing away and cleaning up after the food service is complete

Person Specification

Essential

Be able to work under pressure and to tight deadlines
Deliver a high level of customer service
Be willing to learn new tasks and undertake required training
Work effectively within a team
Have a high standard of personal and food hygiene
Can safely lift weights of up to 20 Kilograms

Desirable

Food Hygiene Certificate Level 2
Experience of working in a commercial catering environment
Flexibility to work additional hours to cover staff absences and Academy events

The successful applicant will be subject to Disclosure and Barring Service clearance to ascertain their suitability to work with young people.

**NJC APT&C Grades and salary points are currently under review and will be changing on 1 April 2019.*