



Job Description

Role:	Catering Assistant
Grade:	NJC APT&C Grade 2 (Points 1-2)
Salary:	Actual annual salary £6,940 - £7009 (£9.5030 – £9.5979 per hour) (FTE £18,333 - £18,516) Salary will be paid over 12 equal monthly payments
Weekly Hours:	16.25 hours per week, worked Monday to Friday, between the hours of 8:00am and 3:00pm
Paid Weeks per year:	44.82 paid weeks per year, which is made up of 38 weeks and four days working, and 6.02 weeks of pro rata holiday, bank holiday and statutory days entitlement
Start Date:	As soon as possible
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
Preparing sandwiches
Food Service
Operating a till
Clearing away and cleaning up after the food service is complete
Washing up, mopping floors and general cleaning

Person Specification

Essential

Be able to work to high standards of hygiene and safety
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 1 or 2
Experience of working in a commercial catering environment
Flexibility to work additional hours to cover staff absences and Academy events

This job description may be altered by consultation and discussion. It will periodically be reviewed as part of on-going continuing professional and Trust development. In addition, it may be amended at any time after consultation with you.

The Bay Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects its entire staff to share this commitment. All post-holders will be required to have an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Academy Vision Statement

As a Christian community, we aim to provide an education which enables all members of our Ripley family to flourish academically, personally and spiritually. Through acts of faith, hope and love, we encourage our young people to live well, to serve others and to make a difference in the world.

'And now these three remain: faith, hope and love. But the greatest of these is love.'

1 Corinthians 13:13

We aim:

1. We aim to follow the examples and teaching of Jesus Christ.
2. We draw inspiration from the vision of Julia and Thomas Ripley by continuing their work of providing care and education for all.
3. We strive for a culture of excellence in all we do and we are ambitious for all members of our community.
4. We provide a rich curriculum and co-curriculum which develops pupils in body, mind and spirit.
5. We love and care for one another, treating each other with kindness, dignity and respect.
6. We understand that the wellbeing of our pupils and staff is the key to flourishing.
7. We have a commitment to creation and the stewardship of our planet, as well as service to our community.