



Catering Services Assistant

We are seeking to employ a friendly and motivated Catering Services Assistant to join our Catering Team. Located in the heart of Cambridge with excellent facilities and benefits.

Reporting to: Catering Manager

Pay: £10.40/ hour (£16,224 pa)
Generous paid holidays (on average at least 10 weeks per year)

Hours: 30 hours per week working Monday – Friday 10.00 am to 4.30 pm (to include 30 minute unpaid break).

There are times when the choristers are in residence over, for example, Christmas and Easter, and therefore you will be required to work over these periods on a rota basis. Each year you would cover a shift on Christmas Eve; Easter Sunday is covered on a rota basis throughout the team (i.e. you would not be working Easter Sunday every year). You may also be required to work on other days outside of term where necessary.

Pension: The School operates a defined contribution pension scheme, which all support staff are eligible to join with immediate effect and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date January 2023

Located near the centre of the beautiful and vibrant city of Cambridge, King's College School is a leading independent Prep School. Originally established in 1441 to educate the 16 boy choristers of King's College Choir, the School now caters for more than 400 boys and girls aged 4 – 13 following the traditional Preparatory model. We have around 40 boarders, including our choristers; we offer full boarding, weekly and flexi-boarding. King's pupils continue their education at leading independent and state senior schools, often with scholarships.

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The Catering Department

The Catering Department is a bustling environment with a friendly team of 11 working together to feed the pupils and staff of King's. As well as providing daily lunches for the entire School, and breakfast and dinner for the boarders and choristers, we are often called upon to cater for special events in the School diary.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications		Food Hygiene Certificate.
Experience		Experience of working in a school or similar environment with children and young people (either paid or unpaid).
Skills & Ability	<p>Effective communication skills.</p> <p>Ability to work effectively as part of a team and to apply given instructions.</p> <p>Ability to react calmly and quickly in an emergency.</p> <p>Polite and friendly.</p>	

The Role

To work as a member of the Catering Team to assist the Catering Manager in producing high quality meals and snacks for pupils and staff.

Duties and Responsibilities:

- Set up drinks, biscuits and fresh fruit for morning break.
- Wash fresh fruit and fill baskets for lunch service.
- Set up dining room for Pre-Prep lunch, cutlery and plastic drinking cups.
- Fill water jugs and place on dining tables.
- Assist Chef with food delivery to servery through lunch service.
- Sweep and wash kitchen floor during lunch service.
- Washing: Take dirty tea towels and oven cloths for washing.
- Little Tea: Serve Little Tea to seniors. Additionally, serve Little Tea to the choristers, fresh fruit and cakes on Tuesday, Thursday and Friday.
- Staff Tea: Set up two trays of biscuits for teaching staff and take to Staff Room at listed time with any staff room equipment. Remove all washing up before the end of the shift.
- Deliveries: Any late delivery item orders put away in correct places.
- Rubbish Disposal: no refuse built up in catering areas, all bin bags to be tied securely before they are put into outside bins. Attention paid to dangerous items and boxes to be broken down.
- Pre-Prep: Restock fruits on Pre-Prep trolley ready for next day service.
- Other Duties: To perform any other duties reasonably required by the Catering Manager and Chefs.
- Flexibility to work additional hours, with prior agreement, to cover sickness absence, help with school events

Health and Safety

- To safeguard pupils' health and safety by maintaining good order and discipline and by following the necessary rules and regulations when using equipment.
- To be familiar with the Catering department and School's fire safety procedures and participate in fire drills.
- To undertake Level 2 Food Hygiene Certificate training as appropriate.

Safeguarding & Child Protection:

- To be familiar with the relevant School policies, in particular the School's *Safeguarding and Child Protection Policy* and to follow the School's procedures relating to safeguarding children.
- To attend regular training sessions on Child Protection and Safeguarding issues; a record of attendance is kept by the School.
- To contact one of the Designated Safeguarding Leads with any concern about a child at the School.

Benefits

- Meals provided when on duty during term time
- Generous holiday entitlement
- Staff health scheme
- Cycle to Work Scheme
- Use of School sports facilities
- The School participates in the Now Pensions Auto Enrolment scheme.

Other Paid Leave

You may be eligible to take the following types of paid leave, subject to any statutory eligibility requirements or conditions and the School's rules applicable to each type of leave in force from time to time:

- Statutory maternity leave;
- Statutory paternity leave;
- Statutory adoption leave;
- Shared parental leave;
- Parental leave; and
- Parental bereavement leave.

Further details of such leave and the pay that you would be eligible for during such leave are available in the Staff Handbook.

Training

During the term of your employment, you must complete the following mandatory training, which will be paid for by the School:

- Safeguarding and Child Protection;
- Level 2 Food Hygiene Certificate;

- Health and Safety at Work;
- Basic GDPR; and
- Fire Awareness

The Employee is entitled to take part in various training courses, which the School may provide from time to time. Specific details of the courses which might be available can be obtained on request from School Bursar.

Terms and Conditions

King's College School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check and must provide proof of qualifications in accordance with the requirements of the Children Act 1989, as amended. Proof of identity and eligibility to work in the UK is also required.

The completion of a medical questionnaire forms an essential part of the pre-employment process for all teaching and non-teaching posts in the School. This may need to be followed by a medical with the applicant's GP (or School Doctor).

How to apply

Candidates should return the following documents.

- Application form
- Reference consent form
- Equality and Diversity monitoring form (optional)

Please submit your application to Julia Purser, School Bursar.

Address: King's College School, West Road, Cambridge, CB3 9DN
e-mail: jobs@kcs.cambs.sch.uk

November 2022