



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: The Catering Manager

Pay: £9.60/ hour. Reviewable September 2022

Hours: 5 hours per week, Sunday only - 9:45am to 3.15pm (to include 15 minute unpaid break), term time only.

Pension: The School operates a defined contribution pension scheme for all support staff, subject to eligibility, and to which the School and the member of staff both contribute. Contributions are currently 10% and 4% respectively.

Start date November 2021. Casual Contract

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 approximately 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.

There are times when the boarders/choristers have to be 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, including Speech Day, which may fall on a Saturday.

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).
Knowledge		
Skills & Ability	<ul style="list-style-type: none">• Effective communication skills.• Ability to work effectively as part of a team and to apply given instructions.• Ability to react calmly and quickly in an emergency.• Polite and friendly.	

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.

- Clear away after breakfast service.
- Clean tables in dining room.
- Wash breakfast items and put away.
- Prepare housekeeping breakfast trolley for next morning service.
- Sweep and wash dining room floor.
- Lay tables for lunch.
- Keep wash up area clear of pots and pans.
- Help with salad preparation for supper.

- Assist with lunch service.
- Clean down servery and wash lunch items.
- Put food in front fridge for supper.
- Cook baguettes, warm soup and leave on hotplate for supper.
- Clean and empty dishwasher.
- Sweep and wash kitchen floor.
- Assist with salad preparation for Monday lunch.
- When leaving, check everything is switched off and all doors are locked.

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
- Holiday entitlement
- 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).

Candidates should return the application form by 5pm on Monday 1st November 2021 to Mrs Julia Purser, School Bursar, King's College School, West Road, Cambridge, CB3 9DN; jobs@kcs.cambs.sch.uk.

October 2021