



**Bolingbroke  
Academy**

## **Catering Assistant (Casual Worker)**

**An exciting opportunity has arisen for a dedicated individual to develop their experience within our passionate and ever courageous community.**

We are a courageous, compassionate community - empowering excellence. We are a value lead organisation, being bold within every aspect of our lives at school.

We want all staff to thrive, modelling leadership and determination to the pupils and students within our rich and diverse academy, working together to fulfil our vision of creating a centre of excellence within our local community.

We empower our teams by valuing the individual and prioritising professional development. This is delivered through weekly CPD sessions, dedicated line management meetings and by encouraging staff to develop their own ideas and projects, within their departments and beyond.

Bolingbroke Academy is a uniquely exciting, fulfilling and innovative place to work, learn and grow. We are proud to be rated as 'Outstanding' in all five categories in the 2024 Ofsted inspection. Ofsted's recent parent survey also ranked us as the 'happiest secondary school' in Wandsworth.

### **The Role**

The Catering Assistant (casual worker) plays a pivotal role within the Academy's catering provision: you will be working as part of a team who ensure the delivery of a consistent, high-quality meal service by assisting with all aspects of food preparation, food service, kitchen hygiene and other duties associated with the running of the kitchen and food service operations.

**Reports to:** Catering Manager

**Start date:** Immediate start

**Salary:** £15.25 per hour (Point 2, Ark Support Payscale)

**Contract:** Casual worker

**Working hours:** As and when required

**Closing date:** Friday, 13<sup>th</sup> February 2024

## Key Responsibilities

- Assist in the preparation and cooking of a range of nutritious food for mealtimes.
- Serve the food to an exceptional standard and interact with the staff and pupils in an appropriate and helpful way, providing a knowledgeable service at all times, in particular with regard to allergens and other dietary requirements.
- Assist in the sale, service and clearing of all food, beverages and utensils.
- Operate a cashless till and any other items of catering machinery or equipment, as directed.
- Assist with routine and deep cleaning of the kitchen, food storage, service and dining areas, including heavy and light equipment and machinery, crockery and cutlery, in accordance with the cleaning schedule.
- Follow established kitchen systems and procedures to guarantee an efficient and organised meal service.
  - A ssist with events and functions as required.
- To prepare refreshments for special functions, and collect and clean dirty cutlery, crockery and other serving items after functions, as and when required.
- To carry out the responsibilities of the post in accordance with all Health and Safety and relevant legislation, reporting any incidents or accidents to the Chef Manager.
- Receive deliveries, ensure correct stock rotation ensuring that all perishable and non-perishable commodities are stored under the correct conditions.
- To put deliveries of stock away in the designated storage, take and record temperature readings of deliveries and ensure that all stock is dated and rotated in accordance with direction from the Chef Manager.

## Other

- Undertake any other professional duties as reasonably directed by the Chef Manager, Operations Manager and/or Principal.
- Attend training and meetings relevant to the post.
- Demonstrate flexibility and reliability to meet the needs of the Academy.
- Help create a strong Academy community characterised by consistent, orderly behaviour and caring, respectful relationships.
- Demonstrate discretion and an understanding of confidentiality at all times.
- Demonstrate a commitment to equality of opportunity for all members of the Academy's community.
- Meet the expectations of all Bolingbroke staff as laid out in the Staff Expectations Policy.
- Uphold the Academy's policies with consistency and diligence, including the Academy's Safeguarding, Health and Safety, and Equality and Diversity Policies.
- First aid trained (you will be trained).

## School ethos and culture

- Bolingbroke Academy has an ethos of high expectations, courage and compassion. We want staff to act as role models for these practices.
- Demonstrate high levels of ambition and optimism regarding what the Academy and its pupils can achieve.
- We value difference and embrace the individual.

# Person Specification

## Qualification Criteria

- Health & Safety and Food Hygiene qualification L2 (Desirable)
- First aid qualification (Desirable)
- Right to work in the UK (Essential)

## Experience

- Experience of catering in large quantities, ideally within a school or education setting (Desirable)
- Experience of working in a busy kitchen (Desirable)
- Experience of working with children (Desirable)

## Personal Characteristics

- Hard working, conscientious, detail orientated and highly organised.
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary.
- Good role model for pupils and staff, with high expectations of self and others.
- Genuine interest in helping children to learn how to eat healthily.
- Enthusiasm for high nutritional standards.

## Other

- Committed to equality of opportunity and the safeguarding and welfare of all pupils.
- Willingness to undertake training.
- This post is subject to an enhanced Disclosure and Barring Service check.

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.