



Bloxxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

CATERING GENERAL ASSISTANT

Department:	Catering Department
Reports to:	Catering Manager
Responsible to:	Bursar
Line Management responsibility:	No

JOB DESCRIPTION

Summary of the Role:

Responsibility for ensuring that all catering areas are cleaned and maintained to a high standard and providing support to the chefs in the dining hall.

Departmental Overview:

The Catering Department at Bloxxham School is dedicated to providing fresh cooked meals that nourish and energise both students and staff. Our purpose is to create a welcoming dining experience that supports the well-being and health of our school community. Emphasising quality and freshness, our team prepares a diverse and balanced menu that caters to various dietary needs and preferences. In addition to daily meals, the Catering Department also excels in providing exceptional service for special events, enhancing school functions with delicious, thoughtfully prepared food.

Main Duties and Responsibilities:

- Assist with the setting up of service counters prior to mealtimes and serving food.
- Ensure the highest possible standards of presentation by ensuring that all catering areas are maintained in accordance with the cleaning schedule.
- Keeping the dining hall and kitchen clean by sanitising tables, serving areas and drink stations.
- Cleaning dishes and operating an industrial dish washer.
- Deal with student and staff queries or requests in a polite and efficient manner.
- Present a smart, professional appearance.

- Maintain standards of safety and hygiene as per legislation and other statutory requirements.
- Attend meetings and training sessions as required.
- Work as part of a team.
- Carry out physical tasks such as helping with the pot wash and carrying plates and boxes on a daily basis.
- On occasions, assist in the setting up and serving of sports tea for parents, students and guests after sport fixtures.
- Carry out any reasonable request from the Catering Manager and Assistant Catering and Hospitality Manager.
- Assist at functions and events throughout the year.

Other Duties and Responsibilities:

- Wearing uniform and PPE as required.
- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School's Child Protection Policy at all times.
- Report any concerns to the School's Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students' welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school's commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school's information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent 	
Knowledge and Experience	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Food service experience • Hospitality / events experience • Understanding of COSHH and Health and Safety
Skills and Abilities	<ul style="list-style-type: none"> • Ability to use own initiative • Team worker • Ability to work in a face paced environment 	
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none"> • Self motivated • A passion for working in the catering industry • Physically fit 	