

## **Catering team**

7.5 hours per week (1 ½ hours per day)

Term time only (38 working weeks)

NJC 1 pro rata (paid in 12 equal instalments throughout the year)

Salary: £9 per hour/ £2908 pa (actual)

## Job Description

1. To work in the dining hall, carrying out either general lunch time supervision or working as a till operator using the cashless catering system, within the dining hall over a lunch time. Training will be provided.
2. Students will arrive in waves from 12pm through to 1pm. You will be work either from 11.30 to 1pm or 12pm to 1.30pm.
3. There will be a training period by the Co-catering managers, who will be your line manager, and you will be part of the catering term. Annual training will also be required for food safety and manual handling.
4. A uniform is required and to be worn for hygiene purpose and team appearance. This currently comprises of a baseball cap, black trousers and top with the school logo, safety shoes. These will be provided.
5. Term time comprises 38 weeks per annum. You will be paid pro rata for bank holidays and annual leave, which must be taken during the school holidays.
6. Other duties could include:
  - Re fill all fridges with drinks and use a stock rotation within the dry store.
  - Wiping down tables
  - Collecting trays
  - Replenishing cutlery
  - Helping other staff maintain good order in the canteen
7. Ensure your work area is left clean and till and bio metric have been cleaned daily.
8. All cardboard box needs to be flat packed and removed before service.
9. Any other task or duty the Catering Manager may require.
10. Other reasonable duties at the request of your line manager or the Headmaster.
11. Food Hygiene Certificate Desirable but training will be given.
12. DBS checks required