



Clacton County High School

Walton Road, Clacton-on-Sea, Essex. CO15 6DZ
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Higher Expectations, Raising Aspirations, Transforming Lives

JOB OUTLINE 2024

TITLE OF POST: Catering Service Assistant Part-time
(Linked to maternity leave)

LINE MANAGER: Catering Service Manager

RESPONSIBLE TO: Executive Headteacher/Head of School

SALARY GRADE: Scale 2 point 3 (20 hours 38 weeks)
(10.30am to 2.30pm daily)

JOB PURPOSE:

To assist, as directed, with all aspects of the preparation of food and beverages and service to the standards required by the school/college.

CORE REQUIREMENTS:

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics, and in particular will:

- Inspire trust and confidence in colleagues and all other stakeholders.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external companies.
- To be not only proactive but also reactive to the daily demands of the role.
- To be a team player and work under the direction of more senior colleagues.
- To be subject of a full DBS check providing relevant identification for this purpose.
- A commitment to safeguarding.

KEY SKILLS/RESPONSIBILITIES:

- The preparation and simple cooking of food and beverages.
- Serving customers.
- To undertake cleaning duties as directed, including equipment (light and heavy), walls (up to 6ft.), floors, fixtures and fittings, cooking utensils, cutlery, crockery, glassware etc.
- During service times, to ensure that tables and counters are clean and reasonably practicable and adequately stocked.
- To maintain a high standard of personal and general cleanliness and hygiene to comply with statutory and school regulations.

- To attend training activities and/or meetings as required.
- Occasionally, to assist with special functions at the school which may be outside of normal working hours.
- To report any customer comments or complaints and take any necessary remedial action if appropriate.
- Report immediately any accidents, fire, theft, loss, damage, unfit food or other irregularities and take such action as may be appropriate or possible.
- To remain professional and calm in challenging circumstances.
- To undertake any additional duties as the Executive Headteacher/Head of School may reasonably require.

SAFEGUARDING RESPONSIBILITIES

- Demonstrate a commitment to keeping children and young people safe.
- Report any disclosure made to you to the appropriate person.
- Report any safeguarding concerns in the workplace to the appropriate person.
- Maintain an awareness of the Trust policies in relation to safeguarding.

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

The Local Governance Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the Sigma Trust's Code of Conduct and Leave of Absence policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the Local Governance Committee to carry out appropriate duties within the context of the job, skills and grade.

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Headteacher/Head of School to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: _____ Post Holder _____ Date: _____

Signed: _____ Line Manager _____ Date _____

Signed: _____ Executive Headteacher/Head of School _____ Date: _____