



LITTLEGARTH
A truly independent school & nursery

CATERING ASSISTANT



Littlegarth is a truly independent Prep School for 2-11 year olds situated close to Nayland, just north of Colchester.

Its stunning location and enviable educational results make it a top performing school in the area, whilst also providing pupils with an exciting and broad curriculum and excellent pastoral care.

This environment ensures pupils receive the very best start in life, with opportunities across clubs and lessons enabling them to find their own individual strengths.



We are seeking to appoint a motivated and hard working Catering Assistant to join our friendly and successful catering team.

The hours are from 10.00am - 3.00pm Monday to Friday during term time, plus inset days at the beginning of each term. Annual salary (based on 36 weeks per year) - competitive.

Applications are on the school's application form, which can be found on the school's website:
<https://www.littlegarth.org/about-us/vacancies/>

SCOPE

- A competitive salary will be offered for the role. Holiday entitlement will be 20 days paid holiday per year to be taken in school holidays. In addition to this, payment will be made for all public holidays.
- The applicant is entitled to join the School's qualifying pension scheme in accordance with the Pensions Act 2008.
- The role is permanent, subject to a probationary period.
- The role reports to the Catering Manager and via them to the Bursar. The role is based at Littlegarth School.
- The post holder will work in a team to help prepare and serve healthy and nutritious lunches for children and staff. The post holder will also assist in preparing and serving food for match teas, special occasions such as parents' evenings, Governors' meetings and other School functions.

JOB DESCRIPTION

The list of duties below goes some way towards describing the role, but is by no means exhaustive:

- Assist in preparing, serving and clearing up lunch for children and staff during term time.
- Assist in preparing, serving and clearing up for a variety of School functions.
- Ensure that work is carried out under current health and safety standards.
- Work effectively as part of the catering team.

KEY SKILLS

The post holder will have experience of working in a kitchen and the ability to work as part of a team which produces excellent quality dishes for our children, including those with special dietary requirements. Experience of working in a school environment would be helpful.

The post holder must have an understanding of current "Healthy Eating" guidance. The ethos of the School's catering is to prepare dishes of fresh food from locally sourced produce where possible. We provide a well presented two course lunch every day with a vegetarian option and a daily salad bar. All food is cooked from fresh ingredients in the School kitchen.

The successful candidate is likely to fit the following profile:

- An enthusiastic, reliable and self motivated individual
- Be professional, personable, energetic, intuitive and efficient
- Has the ability to work under pressure and use own initiative

Responsibilities

The post holder will be responsible for the following:

- Setting up the dining room for the school lunch sittings
- Helping in the food preparation for the daily lunches, match teas, packed lunches for school trips, meetings and other functions, as required
- Serving food to children and staff
- Clearing away and washing up after lunch and other functions
- Assisting in the clearing and washing of the kitchen and dining room, including floors
- Ensuring the guidance for those with special diets and on allergen labelling is adhered to
- Ensuring all food is attractively presented
- Helping to promote healthy eating in the School.

HYGIENE, HEALTH & SAFETY

- Adhering to responsibilities under the Health and Safety at Work Act 1974 and being aware of the main causes of accidents and risks to health and safety in a catering environment
- Maintaining all kitchen and store areas in a safe and hygienic state
- Ensuring uniform is worn as appropriate
- Ensuring the dining room is suitably cleaned and prepared before lunch and cleaned afterwards for School activities
- Ensuring all food equipment is clean and in good condition, and reporting any defects immediately
- Using correct cleaning materials and abiding by the COSHH regulations
- Ensuring that knives and other lockable items are secured at the end of each day

OTHER DUTIES

- Extra time for after-school functions and events at the School
- End of term cleaning

QUALIFICATIONS & EXPERIENCE

- Training will be given although applicants should ideally hold a Food Hygiene Certificate Level 2.

DATES AND DEADLINES

- The closing date is Friday 19th April, 12 noon. Applications must be on the school's application form (found on the Vacancies area of the school's website), with a covering letter attached. Applications should be emailed to mroberts@littlegarth.org.
- Interviews are anticipated to be held on the 24th April.

SAFEGUARDING

Littlegarth School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to

undergo child protection screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service (DBS).

The successful applicant will be given a conditional offer of appointment subject to the following pre-employment checks:

- identity;
- qualifications;
- enhanced DBS;
- right to work in the UK;
- overseas check (if lived abroad);
- European Economic Area check (if applicable);
- two satisfactory references;
- a complete employment history.