



Our Lady and St Patrick's College, Knock

Canteen Assistant

Personnel Specification

QUALIFICATIONS AND TRAINING	
ESSENTIAL	DESIRABLE
Good standard of education to GCSE equivalent.	5 GCSEs, including English Language and Mathematics. - First Aid Qualification. - Food Safety Level 2 (Basic Food Hygiene) Certificate.
EXPERIENCE	
ESSENTIAL	DESIRABLE
1 year or more relevant experience. - Experience of working in a catering environment.	- Experience within a school or education establishment. - Experience with point-of-sale systems/cashless system.
SKILLS	
ESSENTIAL	DESIRABLE
- Committed to effective teamwork. - Ability to work effectively in a busy environment. - Knowledge of food hygiene and food preparation.	- High level of organisational ability and initiative. - Strong customer service skills.
PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
- An excellent personal and professional role model who supports the College ethos. - Child-centred approach. - A strong sense of integrity and confidentiality.	Willingness to participate in the College's extra-curricular activities.



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Job Description

1. Job Title: Term Time Permanent Canteen Assistant (37 weeks)

2. Hours/Salary:

- 12.50 per week (12.30pm – 3.00pm Monday – Friday)
- £13.62 per hour (NJC Points 5-8)

3. Reporting Relationships/Line Managers: The post holder reports to the:

- Catering Manager
- College Business Manager

4. General Duties:

- 4.1** To actively participate in the daily operation of the Dining Hall under the direction of the Catering Manager.
- 4.2** To prepare the dining area to include organisation of dining room tables, chairs, benches and serving points as required.
- 4.3** To complete general kitchen and dining room duties including washing up and clearing away equipment.
- 4.4** To clean the kitchen/servery, dining room and equipment including floors and walls.
- 4.5** To organise and control food service points as required.
- 4.6** To operate the till register as required.
- 4.7** To maintain regular contact with the kitchen, if applicable, with regard to all aspects of service delivery.
- 4.8** To assist with the promotion of meals to Students and Staff.
- 4.9** To work as part of a team and support other members of the Dining Hall team to meet standards.
- 4.10** To wear appropriate clothing as required by the College.
- 4.11** To cover colleagues on sick leave, as required.
- 4.12** To comply with all Health and Safety regulations and codes of practice.
- 4.13** To report any Health and Safety issues to the Catering Manager/College Business Manager.
- 4.14** Overtime will be required for some events outside normal working times.
- 4.15** In addition, any other reasonable duties as requested by the Catering Manager/College Business Manager.