



# Our Lady and St Patrick's College, Knock

## Canteen Assistant

### Personnel Specification

QUALIFICATIONS AND TRAINING	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Good standard of education to GCSE equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• 5 GCSEs, including English Language and Mathematics.</li> <li>• First Aid Qualification.</li> <li>• Food Safety Level 2 (Basic Food Hygiene) Certificate.</li> </ul>
EXPERIENCE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• 1 year or more relevant experience.</li> <li>• Experience of working in a catering environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a school or education establishment.</li> <li>• Experience with point-of-sale systems/cashless system.</li> </ul>
SKILLS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• Committed to effective teamwork.</li> <li>• Ability to work effectively in a busy environment.</li> <li>• Knowledge of food hygiene and food preparation.</li> </ul>	<ul style="list-style-type: none"> <li>• High level of organisational ability and initiative.</li> <li>• Strong customer service skills.</li> </ul>
PERSONAL QUALITIES	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• An excellent personal and professional role model who supports the College ethos.</li> <li>• Child-centred approach.</li> <li>• A strong sense of integrity and confidentiality.</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to participate in the College's extra-curricular activities.</li> </ul>



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## Canteen Assistant

### Job Description

<p><b>1. Job Title:</b> Term Time Permanent Canteen Assistant (37 weeks)</p>
<p><b>2. Hours/Salary:</b></p> <ul style="list-style-type: none"><li>• 12.50 – 15.00 per week (12.30pm – 3.00pm Monday – Friday or 12.00pm – 3.00pm Monday - Friday)</li><li>• £13.62 per hour (NJC Points 5-8)</li></ul>
<p><b>3. Reporting Relationships/Line Managers:</b> The post holder reports to the:</p> <ul style="list-style-type: none"><li>• Catering Manager</li><li>• College Business Manager</li></ul>
<p><b>4. General Duties:</b></p> <p><b>4.1</b> To actively participate in the daily operation of the Dining Hall under the direction of the Catering Manager.</p> <p><b>4.2</b> To prepare the dining area to include organisation of dining room tables, chairs, benches and serving points as required.</p> <p><b>4.3</b> To complete general kitchen and dining room duties including washing up and clearing away equipment.</p> <p><b>4.4</b> To clean the kitchen/servery, dining room and equipment including floors and walls.</p> <p><b>4.5</b> To organise and control food service points as required.</p> <p><b>4.6</b> To operate the till register as required.</p> <p><b>4.7</b> To maintain regular contact with the kitchen, if applicable, with regard to all aspects of service delivery.</p> <p><b>4.8</b> To assist with the promotion of meals to Students and Staff.</p> <p><b>4.9</b> To work as part of a team and support other members of the Dining Hall team to meet standards.</p> <p><b>4.10</b> To wear appropriate clothing as required by the College.</p> <p><b>4.11</b> To cover colleagues on sick leave, as required.</p> <p><b>4.12</b> To comply with all Health and Safety regulations and codes of practice.</p> <p><b>4.13</b> To report any Health and Safety issues to the Catering Manager/College Business Manager.</p> <p><b>4.14</b> Overtime will be required for some events outside normal working times.</p> <p><b>4.15</b> In addition, any other reasonable duties as requested by the Catering Manager/College Business Manager.</p>