



# 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>• In possession of Basic Food Hygiene Certificate.</li> </ul>
EXPERIENCE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> <li>• 1 year or more relevant experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience within a school or education establishment.</li> <li>• Experience in a catering environment.</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> </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

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

2. **Hours/Salary:**

- 15 hours per week (12.00pm – 3.00pm Monday – Friday)
- £11.9149 per hour (NJC Point 2)

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 Preparing the dining area to include organisation of dining room tables, chairs, benches and serving points as required.
- 4.3 Completing general kitchen and dining room duties including washing up and clearing away equipment.
- 4.4 Cleaning the kitchen/servery, dining room and equipment including floors and walls.
- 4.5 Organising and controlling food service points as required.
- 4.6 Operate cashier register as required.
- 4.7 Maintaining regular contact with the kitchen, if applicable, with regard to all aspects of service delivery.
- 4.8 Assisting with the promotion of meals to Students and Staff.
- 4.9 Work as part of a team and support other members of the Dining Hall team to meet standards.
- 4.10 Wear appropriate clothing as required by the College.
- 4.11 Cover colleagues on sick leave, as required.
- 4.12 Comply with all Health and Safety regulations and codes of practice.
- 4.13 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.