

# We're looking for a Catering Assistant to work on a as and when needed basis (Supply)

**Place of work:** High Well School, Pontefract

**Hours:** As and when required on a zero hours contract to cover staff absence

**Salary:** Grade 3, £18,887 to £19,264 pro rata, or £9.79 to £9.99 per hour

High Well School are looking to recruit a Zero Hours Catering Assistant to join our school catering team and provide cover for all Kitchen Staff absence. Although this role will operate on an 'as and when needed' basis, the successful person will receive a tailored induction training programme and have the opportunity to work frequently in a supportive working environment.

The successful applicant will assist in providing a high-quality catering service to pupils and staff of High Well School.

## Responsibilities:

- To work as part of a team in providing a catering service to the school, including breakfast, snacks and school lunch.
- To assist in food preparation and cooking
- To assist in the planning of menus to promote healthy eating
- To prepare the kitchen equipment for service.
- To prepare the dining room and dining room furniture.
- To serve the meals.
- To clear and clean the dining room, storing dining furniture
- To carry out the washing up and cleaning of all light and heavy equipment.
- To clean fixtures, fittings and the kitchen floor.
- To comply with legislation relating to health and safety and hygiene.
- To take up post in times of staff absence and ensure the smooth operation of the kitchen and catering routines.

## Skills:

- Hard working and dedicated to improving standards within school and at break time / lunch time
- Keen to use initiative and take responsibility
- Ability to want to work with and contribute to a strong team ethos
- Extensive experience of working in a busy kitchen environment.

The successful applicant must have the ability to work as an effective team member, be well organised, and have the ability to communicate with children and adults in a constructive and effective way. Qualifications in the catering industry are desirable, however training will be provided.

## Application Information:

For further information about this post or to arrange a school visit, please contact the school's HR Manager, Michael Davis by emailing [HRManager@highwell.org.uk](mailto:HRManager@highwell.org.uk) in the first instance.

An application pack is available from the school website, the school website. Completed application forms must be sent directly to the school by emailing them to [Recruitment@highwell.org.uk](mailto:Recruitment@highwell.org.uk) before the closing date for this post.

We thank all applicants to the post in advance and ask you to note that unless you have been invited to interview, you can assume that on this occasion your application was unsuccessful.

**Closing date:** 26<sup>th</sup> April 2022 at 10 am

**Interview Date:** On or around 10<sup>th</sup> May 2022

We are committed to safeguarding and promoting the welfare and safety of children and vulnerable adults and expect all staff to share this commitment. All successful candidates will be required to complete an Enhanced Disclosure and Barring Service Check.

We value our diverse workforce and aim to work together to make the most of our differences. We welcome applications from everyone. Under the Disability Confident Scheme, disabled applicants, who meet the essential criteria of this job, are guaranteed an interview.