

Ruskin Mill Trust (the Trust)

Job Description

Position:	Catering Assistant
Post Reference No:	GEN00011
Grade:	3
Responsible to:	Catering Manager
Service Area:	Education and Therapy, and Residential and Nutrition
Location:	Ruskin Mill College, Glasshouse College, Freeman College

Job Purpose

To work as part of a team to provide support and assistance to the College catering team.

To cover for the Senior Catering Assistant / Lead Cook as necessary.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of our pupils, students and adults.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Evening and weekend working will be required.

Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

Main Duties

1. To prepare the service of teas, coffee, lunches and other special functions within the College.

2. To assist with the washing up and meal preparation, clearing and cleaning duties as required.
3. To carry out work to best practice in connection with health and hygiene legislation.
4. To dress appropriately.
5. To be responsible for handling money and accounting for all monies within the catering area.
6. To carry out other tasks as required by the Senior Catering Assistant / Lead Cook or Catering Manager and to work with students under the supervision of the Senior Catering Assistant / Lead Cook or Catering Manager.
7. To comply with the Trust's Manual Handling Policy and Practice.

General

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To undertake training and development as required by the Trust and the Hiram Academy. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
12. To undertake work related continued professional development (CPD) as required by the post.
13. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
14. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

Staff Management and Supervision

The Catering Assistant has no direct staff responsibility.

Liaison

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

Job Revision

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.