

## JOB DESCRIPTION

JOB TITLE:	Catering Assistant
DEPARTMENT:	Catering
RESPONSIBLE TO:	Catering Manager
SALARY/ GRADE:	Grade 3 – 4 £ 15,398.58 to £18,867.54 dependant on age, qualifications and experience.
HOURS:	40 hours per week, 07.30am – 16.00pm )

### Vision and Values

The post holder will be expected to support, embrace, articulate and work with Sunfield's vision, values and purpose which is drawn from a long history of appreciation and integration of Rudolf Steiner's insights into human development. This is then braided with a practical, purposeful and therapeutic education and a homely and nurturing living environment that supports the physical, emotional and spiritual development of each child and young person who attends Sunfield. In addition Sunfield supports families and carers, and looks to advance the public understanding through education and research.

The post holder is expected to treat each person, student and staff, with dignity and respect, ensuring high aspirations are met, and contribute to shaping the learning community of the School and home as part of Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our students and adults.

### LIASON

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

### JOB PURPOSE

- To work as part of a team to provide support and assistance to Sunfield catering team.
- To cover for the Lead Chef 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 Sunfield and Ruskin Mill Trust, always remembering that our core purpose is to improve the education and lives of our young people.
- You will be required to carry out your duties at Sunfield, however on occasion you may be required to travel to other Ruskin Mill sites (if this is the case you will be reimbursed for any mileage that is in excess of your normal mileage from home to your usual place of work (Sunfield).

- Evening and weekend working will be required on occasion, however you will be notified of this.

## STATEMENT OF RESPONSIBILITIES

- To prepare the service of teas, coffee, lunches and other special functions within Sunfield.
- To assist with the washing up, meal preparation, cooking, clearing and cleaning duties as required.
- To carry out work to best practice in connection with health and hygiene legislation.
- To dress appropriately.
- To be responsible for handling money and accounting for all monies within the catering area.
- To carry out other tasks as required by the Chef or Catering Manager and to work with young people under the supervision of the Chef or Catering Manager.
- To comply with the Trust's Manual Handling Policy and Practice.

## SAFEGUARDING

- Ensure all staff are issued with 'Part One: Safeguarding Information for All Staff, Keeping Children Safe in Education (September 2018)' and '*What to do if you are worried a child is being abused—advice for practitioners*' on appointment and annually.
- Read, understand and adhere to the Sunfield safeguarding policy and procedures.
- Staff to be made aware of what action to take if they have a concern about the conduct of a colleague, the home manager or any member of staff employed at Sunfield and how to report these in accordance with the Sunfield policy and procedures.
- Operate safer recruitment principles, including ongoing vigilance.
- Ensure all staff are aware of the NSPCC Whistleblowing Helpline.

## OTHER PROFESSIONAL REQUIREMENTS

- To reflect the philosophy of our Mission Statement in their everyday practice.
- To attend and participate in staff in-service training days as directed.
- To participate in work related continued professional development (CPD) and supervision programmes and develop professional and personal skills to achieve agreed targets.
- To deliver training or development opportunities as required.
- To work co-operatively with other staff within the Sunfield.
- To work with children and young people within Sunfield as and when required.
- To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
- To be responsible for the care and development for your working area.
- May, from time to time be required to work additional hours as shall be necessary to discharge properly your duties and responsibilities outlined in this job description.
- To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.
- **Safe Working Practices for Adults working with Children** - It is the responsibility of each employee to carry out their duties in line with Sunfield Children's Home culture of safe working practices for Adults working with children and young people and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for. To comply with all the policies and procedures of the School including the Sunfield Safeguarding (Child Protection) Policy and Procedure.
- **Freedom of Information Act and Data Protection Act** - The post holder is required to comply with the above legislation and maintain awareness of the school's policies and procedures relating to the Freedom of Information and Data Protection Acts. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.
- **Equality and Diversity** - The post holder will be required to comply with and maintain awareness of Sunfield Children's Home policies relating to Equality and Diversity.
- **Health and Safety** - The post holder must at all times carry out his/ her responsibilities with due regard to Sunfield Children's Home policy, organisation and arrangements for Health and Safety at Work.
- **Flexibility** - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities of Education and Children's

Services. Any changes arising will take account of salary and status. They will also be subject to discussion with individuals or sections affected and with appropriate Trades Unions.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Sunfield is continually striving to improve their provision, therefore duties may vary with time, but will always be of a level commensurate with salary.

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.

# PERSON SPECIFICATION

## Catering Assistant

ESSENTIAL	DESIRABLE
<b>Qualifications</b>	
	<ul style="list-style-type: none"> <li>• Current Food Hygiene training</li> </ul>
<b>Experience/ Knowledge</b>	
<ul style="list-style-type: none"> <li>• Experience of working successfully in a similar, medium-large, complex organisation</li> <li>• Experience of working in an education or other public sector environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of managing and prioritising a varied workload ensuring completion of tasks within strict deadlines</li> <li>• Experience of working in a catering role</li> <li>• Experience of working in a similar physically demanding role</li> <li>• Computer literate with sound working knowledge of Microsoft Office applications; Outlook, Word and Excel in particular</li> <li>• Knowledge of using a wide range of catering machinery and tools.</li> </ul>
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• Good interpersonal skills in order to form cohesive working partnerships with the catering Team</li> <li>• Excellent verbal communication skills</li> <li>• Excellent organisational and co-ordination skills to prioritise and complete projects in order of urgency</li> <li>• Proven ability to demonstrate a systematic and meticulous approach towards following guidelines</li> <li>• Proven ability to quickly familiarise with new machinery and tools</li> <li>• Ability to act with intent to prolong the life of equipment and materials, ensuring due care and attention is paid to correct usage and storage</li> <li>• Ability to demonstrate openness and an eagerness to complete projects as instructed at short notice.</li> </ul>	
<b>Other</b>	
<ul style="list-style-type: none"> <li>• Willingness to embrace, articulate and work with the Trust's objectives, vision, and values</li> <li>• Commitment to promoting and safeguarding the welfare of students, children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to understand anthroposophy</li> </ul>

- |  |  |
|--|--|
| <ul style="list-style-type: none"><li>• Commitment to the promotion of the Trust's visions and values</li><li>• Ability to manage and interact with others in a supportive and participative manner</li><li>• A commitment to ensuring equality of opportunity with the ability to promote diversity in relation to both staff and students</li><li>• Flexibility and adaptability to changing situations</li><li>• Ability to demonstrate empathy, listening skills and tolerance</li><li>• Commitment to Health and Safety good practice on work and within learning environments</li><li>• Ongoing relevant professional self-development</li><li>• Safeguarding and child protection</li></ul> |  |
|--|--|