

Clervaux Garden School - Ruskin Mill Trust

Job Description

Position:	Catering Assistant
Post Reference No:	CGS10007
Field of Practice:	Practical Skills & Biodynamic Ecology (Field 2 & Field 3)
Grade:	3
Responsible to:	Cook
Location:	Clervaux Garden School, Darlington

Job Purpose

The post holder is responsible for providing nutritious school lunches using biodynamic and organic produce and provide food and refreshments for meeting and events.

The post holder will be expected to embrace, articulate and work with the School's and Ruskin Mill Educational Trust's objectives, vision, values, purpose and method: ensuring that the Ruskin Mill 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 School.

The post holder is to contribute to the whole life of the School, always remembering that our core purpose is to improve the education and lives of the pupils at the School.

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

Evening and weekend working may be required.

Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the School and Ruskin Mill Trust at all times.

Main Duties

1. To support the production of nutritious lunches, and any other meals, to be served in the School eating areas using biodynamic/organically grown food using the principals outlined in the food and nutrition policy.
2. To prepare and cook lunches and other meals as required, which take into account all dietary and cultural requirements.
3. To prepare the service of teas, coffee, lunches and other special functions within the School

4. To assist with the washing up and meal preparation, clearing and cleaning duties as required.
5. To carry out work to best practice in connection with health and hygiene legislation.
6. To ensure that all waste is recycled and food waste is recycled
7. To ensure that the aesthetics of the dining areas are well maintained and support the visions and values of the school and Trust.

The above list of duties is not exhausted and may be modified in accordance with the developments of Clervaux Garden School and the employee.

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
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 deliver training or development opportunities as required.
11. 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.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. 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.

16. 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 within the School, Transform Residential Limited, Ruskin Mill Trust, parents, pupils, 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.

Person Specification

Job Title: Catering Assistant

Field of Practice: Genius Loci (Field 1) and Biodynamic Ecology (Field 3)

The following are the criteria that will be used for Shortlisting

Experience, Knowledge and Skills:

- Food Hygiene qualification, or willingness to work towards this upon appointment.
- Experience of working in a catering environment
- Have experience and an interest in cooking wholesome meals from locally sourced and seasonal produce
- Have knowledge of cultural and dietary needs and intolerances or willing to learn this
- Able to consider the environment and the 'look' of the area to ensure that it meets the standards expected
- Well organised
- Shows initiative
- Ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items refreshing the toilets, opening up, and ensuring there are fresh flowers on each table or washing up

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
2 week induction process	Introduction to Ruskin Mill Trust	For the first 2 weeks of employment	Two weeks
Qualifications / Training	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours
Food and Nutrition	To attend the Ruskin Mill Trust Food and Nutrition Course	Within 6 months of commencing the role.	1 year
Food and Nutrition	Participation in Biodynamic Training sessions as required	Within 6 months of commencing the role.	2 years
Craft	Participation in craft sessions alongside the students	Within 6 months of commencing the role.	Ongoing