



## BARNARD CASTLE SCHOOL

JOB DESCRIPTION	
<b>Title:</b>	General Catering Assistant (GCA)
<b>Responsible to:</b>	Catering Manager (in their absence Head Chef)
<b>Reporting to:</b>	GCA Team Leader
<b>Department:</b>	Support – Catering

<b>Hourly Rate:</b> National Minimum Wage	<b>Hours per week:</b> Full and Part Time
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<b>Purpose:</b>	The purpose of the role is to support the Catering Manager and Head Chefs in ensuring the delivery of the highest quality food service during term time. service.
<b>Duties :</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>To be responsible for the efficient delivery of a high quality, customer-oriented food production service which meets the needs of the pupils, staff and visitors to the school and maintains departmental standards.</li> <li>Supporting the delivery of catering and hospitality for functions and events.</li> </ul> <p><b>Specific</b></p> <ul style="list-style-type: none"> <li>To ensure the dining room is ready for use at the appropriate times for meals, break time, sports teas and functions.</li> <li>To ensure the dining room is cleaned and setup after each meal.</li> <li>To ensure the service areas, counters and hot cupboards are cleaned after each meal.</li> <li>To serve on the hotplate at meal times.</li> <li>To work in the plate wash area at meal times.</li> <li>To tidy and clean the plate wash area and ensure the removal of all waste.</li> <li>To transport food and other supplies as requested.</li> <li>To fill in and complete all paperwork when required (e.g. cleaning schedule, delivery notes)</li> <li>To serve at morning break and controlling the issue of snacks.</li> <li>Maintain the highest standards of health, hygiene and safety.</li> <li>To immediately report all accidents, near misses, damage or breakages to the Catering Manager.</li> <li>To actively assist in ensuring a five star food hygiene rating.</li> </ul>

	<ul style="list-style-type: none"> <li>• To ensure that the Catering Department is opening and closed at the required times and secured when not in use.</li> <li>• To undertake any other tasks appropriate with the duties and responsibilities of the post</li> <li>• To attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively</li> </ul>
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<b>PERSON SPECIFICATION</b>	
<b>Essential Requirements:</b>	<b>Desirable Requirements:</b>
<ul style="list-style-type: none"> <li>• Ability to carry out all aspects of the role to a high standard at all times</li> <li>• Excellent social and verbal communication skills</li> <li>• Positive attitude</li> <li>• Approachable and flexible.</li> <li>• A common sense approach.</li> <li>• Must be able to work on own initiative, and with resilience.</li> <li>• The ability to organise workload and multi-task.</li> <li>• The ability to work without direct supervision.</li> <li>• The ability to work as a member of a team</li> <li>• Excellent attendance and punctuality</li> <li>• Highly motivated with a drive to introduce continuous improvement.</li> <li>• Reliable</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ level 1/2 in Catering &amp; Hospitality</li> <li>• Certificate in food hygiene training</li> <li>• Certificate in First Aid.</li> <li>• Certificate in Health and Safety including Knowledge of COSHH regulations, safe storage and working practices</li> <li>• Experience of delivering a catering service in a high volume environment.</li> <li>• Experience of working in a boarding school or residential environment.</li> <li>• An awareness of child protection and safeguarding procedures/ The Children's Act</li> <li>• An understanding of Keeping Children Safe in Education.</li> <li>• An awareness of National Minimum Standards in Boarding.</li> </ul>

<b>Minimum Training</b>
<p>The following training courses are considered to be a minimum requirement for the post and will be planned as appropriate to support the role, responsibilities and duties undertaken: -</p> <ul style="list-style-type: none"> <li>- Health and safety</li> <li>- Fire safety awareness</li> <li>- Food Hygiene</li> <li>- Child protection and safeguarding</li> </ul>

<b>All employees of Barnard Castle School (BCS) are expected to:-</b>
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| <ul style="list-style-type: none"><li>• Actively follow, uphold and promote BCS policies, in particular equal opportunities, fire, health and safety and safeguarding.</li><li>• Be responsible for considering the Health and Safety of themselves and others as an integral part of their job.</li><li>• Maintain an awareness and observation of fire regulations</li><li>• Undertake safeguarding training and understand safeguarding obligations</li><li>• Carry out any other duties as are within the scope, spirit and purpose of the post as requested by the line manager/SMT</li><li>• Demonstrate their ongoing commitment to delivering the highest standards through their department's delivery of service.</li><li>• To establish good standards of communication with all stakeholders</li><li>• To take an interest in how the School operates</li><li>• To be an appropriate role model of reliability, behaviour and appearance.</li></ul> |
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Barnard Castle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
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<b>Last updated:</b> July 2021
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<b>Name:</b> Margaret Alderdice
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