



Wakefield Grammar School Foundation

JOB DESCRIPTION

Post Title:	General Catering Assistant
Department:	WGSF
Responsible to:	Catering Manager, Unit Supervisor/Head Cook, Assistant Cook.
Responsible for:	Nil staff
Grade:	WGSF C3
Job Purpose: To support senior staff in providing a high quality catering service.	
Main duties and responsibilities <ul style="list-style-type: none">• To perform a variety of manual tasks associated with food production and the service in the catering unit. This will include sandwich, salads and vegetable preparation as well as the distribution of teas/coffees etc to various points of the school.• To ensure that Pupils, Staff or Visitors are served promptly, in clean and hygienic surroundings and in a pleasant atmosphere.• To carry out cleaning in correlation with the cleaning schedule under the direction of the Head Cook/Supervisor or Assistant Cook.• To comply with statutory regulations with regard to Food Hygiene Standards & Health & Safety.• To report all customer complaints to the Supervisor.• To report all dangerous incidents or near misses and dangerous machinery to your Supervisor.• To undertake manual tasks as deemed necessary, this may include lifting, carrying, pushing, and pulling.• To assist in any special catering functions when required.• Attend meetings and staff training days as appropriate• Be committed to and ensure the safeguarding of pupils.• Any other duties as reasonably instructed by the designated person in charge at lunchtime.	

PERSON SPECIFICATION

Relevant skills, knowledge and qualifications do the job competently:

- Good interpersonal skills to communicate information verbally to a range of people as necessary e.g. pupils, academic and support staff colleagues.
- A high degree of flexibility, an ability to adapt to changing demands and able to work using own initiative.
- Able to work well as part of a team with respect for colleagues
- Ability to work additional hours as necessary dependent upon the operational requirements of the Foundation.

The following is desirable criteria:

- Basic Food Hygiene certificate

WAKEFIELD GRAMMAR SCHOOL FOUNDATION ADDITIONAL INFORMATION FOR CANDIDATES

- Wakefield Grammar School Foundation operates its own pay structure. Actual starting salary is £6,679.05 per annum (£9.26 per hour).
- The post is permanent and term time only (including INSET), working 17.5 hours per week Monday to Friday from 11.30 am to 3.00 pm, with no break.
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service), 10 statutory days and a further 3 concessionary days at Christmas. Holiday entitlement is pro-rata for part-time posts.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy.
- Free car parking, where available at school playing fields and subsidised school lunches (during term time only).
- Access to our free 24 hour Employee Assistance Programme.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory Enhanced Disclosure and Barring Service Check, relevant Disqualification checks, evidence of eligibility to work in the UK and a satisfactory health questionnaire and any other checks appropriate to the role. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.

General Information About Applying for the Post

- Further details and an application form can be obtained from our website www.wgsf.org.uk or by contacting the HR department at jobs@wgsf.net.
- Completed application forms should be returned by **9.00 am on Tuesday 4th January 2022** to the HR Department at jobs@wgsf.net
- As this is a live vacancy we reserve the right to interview candidates before the closing date.
- Candidates who are short listed will be invited to interview. If you have not been contacted within four weeks of the closing date please assume you have been unsuccessful on this occasion.